

Job Description

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Job Title Human Resources Manager	Job Location Dar es Salaam	Category -
Job Type	Job level	Industry
Full Time	Manager	Construction
Open to Expatriates		

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 5 Years
Secondary Industry	Primary Category	Secondary Category Human Resource (HR): 5 Years
Certificate	Qualification	
-	-	

Summary

To provide human resource management

Responsibilities

- 1. Smooth working relationship.
- 2. Fair compensation.
- 3. Compliance with the applicable (Country/International) labour laws
- 4. Procure manpower.
- 5. Provide guidelines to the manapower sourced in respect of the tasks to be undertaken
- 6. Harmonise the relationships between Company and staff in terms of service delivery and remuneration.
- 7. Handle litigation matters pertaining to labour disputes.
- 8. Analysis and reporting of the effectiveness of manpower utilization.
- 9. Security of personnel in relation to work performance.
- 10. Advise the Company on key issues relating to the existing and changes to applicable (local/international) labour laws.
- 11. Maintain employees' database, and develop documentation and records in line with ISO 9001 Quality Manual and procedures.

Education & Qualifications

1. First degree in Human Resources

Requirements

- 1. Minimum of 5 years experience in an HR Supervisor position.
- 2. Well versed in local and international labor laws

Characteristics

- 1. Planning and organizing
- 2. Strategic thinking
- 3. Strong communication skills
- 4. Information and task monitoring
- 5. Problem identification and analysis
- 6. Judgment and problem-solving
- 7. Teamwork

Reporting To

General Manager

Driving Licence

Not Required

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