



Job Description

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Job Title Human Resources Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Human Resource Officer will be responsible in supporting with all the HR administrative tasks in the office. Keeping organized all the records of the employees and making sure all the processes are according to the Local Labour Law.

Responsibilities

- To provide essential support to the HR department from admissions, terminations to the payroll information.
- To deal with employees and solve their grievances in the best way possible.
- Making different HR reports of the employees work.
- Managing the time attendance and annual leave.
- Preparing monthly payroll according to the Labour Law.
- Responsible with recruitment.

Education & Qualifications

Bachelor's Degree in Human Resource Management or related field.

Requirements

- Minimum 3 years of experience in Human Resources Administrative tasks preferable in construction company.
- Extended Knowledge of the Labour law and how to act according with it.
- Be able to work under pressure dealing with hundreds of employees situations.
- Experience with Recruiting employees at a large rate.
- Experience dealing with Misconducts behaviour and disciplinary procedures.
- Demonstrated experience in process optimization and workflow enhancement.
- Proficiency in English, Swahili for enhanced communication capabilities.
- Proficiency in Microsoft Office Suite.
- Used to a fast pace work, and a team player.

Reporting To

HR Manager

Driving Licence

Not Required

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