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
Logistics & Operations

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Logistics & Operations: 5 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

Our client is seeking a qualified and experienced Human Resources Officer to support and coordinate the organization's human resource functions within the logistics and operations environment.

The HR Officer will be responsible for implementing HR policies and procedures, coordinating recruitment and selection, managing employee records, supporting payroll and benefits administration, handling employee relations, and facilitating training and development initiatives. The role will also ensure compliance with labour laws, company policies, and client requirements while supporting operational efficiency and workforce effectiveness.

Responsibilities

- Coordinate recruitment and selection activities, including job advertising, candidate screening, interviews, onboarding and employee integration.
- Maintain accurate and up-to-date employee records, personnel files, HR databases and other employment documentation.
- Coordinate payroll preparation by collecting, reviewing and validating employee information, attendance records, overtime and other payroll-related data.
- Support the administration of employee compensation and benefits, including fixed and variable payments, allowances, leave and employee welfare programmes.
- Provide guidance to employees and line managers on HR policies, procedures and employment-related matters.
- Support the implementation of performance management processes, employee training, career development and succession planning initiatives.
- Handle employee relations matters, including grievances, disciplinary cases, employee welfare and conflict resolution, in accordance with labour laws and company policies.
- Monitor employee attendance, working hours, leave records, overtime and employee movements to ensure compliance with established procedures.
- Coordinate employee separation processes, including exit interviews, clearance procedures and final employment documentation.
- Support the implementation of employee engagement, motivation and retention initiatives to promote a positive working environment.
- Ensure compliance with applicable labour legislation, occupational health and safety requirements, company policies and

client-specific HR procedures.
- Coordinate the issuance, proper use and distribution of employee uniforms and Personal Protective Equipment (PPE), where applicable.
- Work closely with departmental heads, operational teams and client representatives to address workforce-related matters and ensure effective HR service delivery.
- Prepare and submit periodic HR reports, including recruitment updates, employee movements, attendance, payroll information and other workforce-related statistics.
- Perform any other HR-related duties as may be assigned by management.

Education & Qualifications

- Bachelor's Degree in Human Resources Management, Business Administration, Industrial Relations or a related field.

Requirements

- Minimum of five (5) years of relevant experience in Human Resources management or administration, preferably within the logistics, transport, supply chain or operations industry.
- Good understanding of Tanzanian labour laws, employment regulations and HR best practices.
- Practical experience in recruitment, employee relations, payroll coordination, compensation and benefits administration.
- Proficiency in HR management systems, Microsoft Office applications and employee data management.
- Strong organizational, planning and time management skills.
- Excellent communication, interpersonal and stakeholder management skills.
- High attention to detail, accuracy and ability to maintain confidentiality.
- Strong problem-solving skills and ability to work effectively in a fast-paced operational environment.
- Ability to work collaboratively with different departments, operational teams and external stakeholders.
- High level of integrity, professionalism and accountability.

Driving Licence

Not Required

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