



Job Description

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Job Title L&D and Administration Coordinator	Job Location Dar es Salaam	Category Human Resource (HR)
Job Type Full Time	Job level Intermediate	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 3 Years
Secondary Industry -	Primary Category Human Resource (HR): 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

This role is responsible for the coordination and execution of all employees learning and development initiative and delivering basic professional HR services and administrative support to the company. The role holder is responsible for learning plans and calendar to build the knowledge and skill base required to support organizational effectiveness

Responsibilities

- Overtime management, by ensuring correct verified payroll overtime inputs and reporting by collecting approved OT and prepare the calculations for payroll;
- Fleet management by tracking fuel cost and prepare monthly reports;
- Airtime management by ensuring airtime consumption is as per requirement, cancellations and new subscriptions are attended within 24 hours.
- Administer staff leave to ensure there is an updated leave report for all staff in the company as and when required;
- Coordinates training programme for all employees to ensure a skilled labour force for improved productivity
- Prepare/update staff ID and ensure each has access control
- Ensure development and implementation of CSR
- Implementation of Internal communication
- Prepare and Maintain accurate and current HR data/records both in soft copy(computerized files/system and hard copies in staff files;
- Maintain organizational structures and preparing documentation required by the management to inform decision making;
- Generate HR reports both on demand and standard reports to inform the management on the occurrences of the month;
- In collaboration with relevant parties ensure smooth on boarding process including general induction and job specifications induction including HSE;
- Ensure effective reference checking for all new hires before end of probation period;
- Facilitate and coordinate the implementation of disciplinary process, schedule hearings, participate in hearing, preparation of minutes and other documentation;
- Contribute to the maintenance of stability of employee relations through consistence application of policies in managing employee related grievances, supporting Line Management to identify and resolve such grievances; and
- Coordination of performance management Implementation process
- Design, implement and evaluate the annual training plan and the corresponding budget in relation to the company's strategic intent;
- Work closely with key stake holders across the company to conduct training needs assessments;
- Analyse at the organizational and individual levels to derive the learning needs of the company in relation to its strategic intent;

- Amend and revise training programmes as necessary in order to adapt to changes occurring in the work environment;
- Identify, select and manage relationships with internal and external training providers to deliver training solutions to acceptable standards;
- Document all training information and data for the company and maintain up to date records in the HRIS;

Education & Qualifications

- Bachelor's Degree in Human Resource Management/ Business Administration or Equivalent

Requirements

- Equivalent work experience
- Computer Literacy
- Knowledge of relevant legislation
- knowledge of professional standards

Characteristics

- Good training and coaching skills
- Good teamwork and interpersonal skills with the ability to influence key people inside and outside the company
- Self-development and improvement
- Team work and collaboration
- Self-starter
- Communication skills
- Negotiation skills

Driving Licence

Not Required

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