



Job Description

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Job Title Organisational Development & Change Management Consultant	Job Location Dar es Salaam	Category Distribution, Distribution
Job Type Temporary	Job level Independent Consultant	Industry Construction, FMCG, Retail & Wholesale
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 5 Years
Secondary Industry FMCG, Retail & Wholesale: 5 Years	Primary Category Distribution: 5 Years	Secondary Category Distribution: 5 Years
Certificate -	Qualification -	

Summary

Nabaki Afrika is in search of an experienced Organisational Development & Change Management Consultant who can work for a period of 1 year alongside the Senior Management Team to improve efficiency across the entire People function. The Consultant will work to transform organizational effectiveness by improving existing operational procedures and implementing best practices.

Responsibilities

- To investigate existing practices within the organization and identify relevant interventions for improvement
- Understand the organisation's current strategy and key objectives and implement interventions that will ensure the team is prepared for meeting organisational objectives
- Assess existing team capabilities and departmental strategies on the effectiveness
- Manage third party consultants / suppliers in the transformation of the People department
- Focus on the people side of change derived from changes made to business processes, policies, systems & technology
- Provide expert technical guidance and act as an internal consultant / trusted advisor on initiatives related to organisational design and large-scale change management.
- Develop KPIs for measuring success and monitor change during the organisational development process
- Provide expert advice and coaching to the existing HR team; ensuring they are on top of all implemented changes
- Facilitate meetings and workshops internally to update and implement new policies and procedures
- Coordinate internally, collect documentation and appropriately file

Key Focus Areas

- HR Capacity Audit & Evaluation
- Talent Planning & Resourcing
- Performance Management
- Learning & Development
- HR Controls & Policies
- Standard Operating Procedure Development

Education & Qualifications

- A degree in Human Resource Management or any other relevant field
- Experience in being a change agent & driving transformation within a complex organisation
- Experience handling responsibilities within the key focus areas

- At least 5+ of relevant working or consulting experience

Characteristics

- Project Management & Implementation
- Communication Skills
- Interpersonal Skills
- Problem Solving
- Critical Thinking
- Organisational Planning
- Teamwork
- Commercial Awareness
- Technical HR Skills/Experience

Essential attributes:

- **GrowthMindset:** great attitude, engagement & energy
- **Critical Thinking Skills:** be solution-oriented
- **Brand Ambassador:** live & breathe the values of the organization
- **Impactful:** desire to make a mark & leave a legacy
- **Integrity:** Be incorruptible & do the right thing even when no one is watching you

On the ground:

- **Confident and Instinctive,**
- **An enthusiastic and natural** influencer
- **Knowledgeable:** about HR Laws and market practices by other similar organisations.
- **Proactive initiator** - constantly looking out for ways to improve the status quo and improve organisational efficiency
- **Results orientated implementer:** able to set clear goals and objectives and develop an effective strategy for implementation
- **Excellent English & Swahili:** written and spoken and the ability to articulate themselves well in a logical and **concise**
- **Firm** but approachable; good natured but not intimidated.
- **Good Customer** service skills, but intelligent discretion when dealing with difficult internal customers
- **Creative and solutions orientated thinker** who can innovate, analyse existing practices, and find solutions to key challenges

Reporting To

The consultant will report directly to the Chief Executive Officer as a Special Consultant but will also work across the entire Senior Management Team and work closely with the existing HR Department and relevant HR Suppliers (recruitment agents, law firms & professional advisory service providers).

Driving Licence

Not Required

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