



Job Description

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Job Title Project Lead: Human Resource	Job Location Arusha	Category -
Job Type Full Time	Job level Intermediate	Industry Business Services / Consultancy

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

This role involves leading and coordinating cross-functional teams to implement strategic initiatives that align with business objectives. It combines the strategic partnership of an HR Business Partner with the technical expertise and project execution skills of a transformation lead. You will manage end-to-end transformation programs, align stakeholders, monitor change management processes, and ensure sustainable organizational growth and efficiency.

Responsibilities

Strategic Transformation Leadership & Change Management

- Lead the planning, design, and implementation of the organizational transformation roadmap.
- Partner with senior leadership to identify transformation priorities and develop scalable, sustainable strategies.
- Facilitate organizational design initiatives including restructuring, capability building, and process reengineering.
- Drive stakeholder alignment through strong communication and change advocacy.
- Develop and implement change management strategies to support adoption and minimize resistance.
- Lead cultural transformation efforts that embed agility, innovation, and collaboration into the organization.
- Act as a strategic advisor to functional teams during transition periods, guiding them through changes in systems, processes, or structures.
- Monitor and evaluate the progress of transformation initiatives against defined KPIs and timelines.

Project Management & Execution

- Plan, coordinate, and execute transformation projects from initiation to closure using agile and waterfall methodologies as needed.
- Develop detailed project plans, allocate resources, manage budgets, and ensure on-time, on-budget delivery.
- Identify project risks and issues, and implement mitigation strategies.
- Collaborate with internal and external stakeholders to define project scope, objectives, and deliverables.
- Ensure seamless integration of transformation initiatives across various departments.
- Use project management tools and software to track progress and maintain clear documentation.
- Lead cross-functional project teams and foster collaboration to meet transformation goals.
- Conduct post-implementation reviews and apply lessons learned to future initiatives.

Organizational Development, Communication & Talent Enablement

- Serve as a bridge between HR, operations, and leadership in aligning talent strategy with transformation goals.
- Provide coaching and support to leaders and managers on navigating change and enhancing team performance.

- Design and implement organizational capability assessments to inform skill development plans.
- Ensure workforce planning aligns with the transformed business model.
- Develop and lead internal communications to keep employees informed, engaged, and motivated.
- Monitor employee sentiment and adapt communication approaches accordingly.
- Promote inclusive practices and ensure that DEI principles are integrated into the transformation journey.

Education & Qualifications

- Bachelor's degree in Business Administration, Human Resources, Organizational Development, Project Management, or a related field

Requirements

- A minimum of 3 years of experience in transformation programs, project management, or strategic HR roles.
- Proven experience managing large-scale change or transformation projects
- Strong understanding of organizational development, talent strategy, and change management practices.
- Ability to analyze complex problems, develop strategic solutions, and execute effectively.
- Experience in stakeholder engagement and leadership coaching.

Characteristics

- Excellent communication and interpersonal skills to influence and build trust at all levels.
- Strategic thinker with an analytical mindset and problem-solving abilities.
- Strong leadership, facilitation, and team collaboration skills.
- High emotional intelligence and cultural awareness.
- Proactive and self-directed, with the ability to thrive in ambiguity and change.
- Strong business acumen and the ability to connect transformation outcomes to organizational value.
- Resilient, adaptable, and composed under pressure.
- Ethical, confidential, and grounded in professional integrity.
- Commitment to continuous learning and organizational excellence.

Driving Licence

Not Required

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