Iris
EXECUTIVE DEVELOPMENT CENTRE

Our Client, a regional company with offices operating in South-Eastern Africa - Zimbabwe, Mozambique and Tanzania dealing with agriculture and renewable energy projects are currently looking for a Group HR Manager to manage their two companies in Tanzania. This is a senior position and the incumbent will be based in Iringa.

Description of Position:

A. Purpose of Position:

To head the Human Resources function for the Company. Develops and implements tactical human resources plans. Works closely with Managing Director, Consultants, Government Officials, Group Executives, Business Unit Leaders, Department Managers and Employees to develop and implement best HR practices working closely with the Regional Group HR.

B. Essential Duties & Responsibilities:

The Human Resources Manager shall perform the following;

- Manages and guides all Human Resource activities.
- Works with management to develop training, development and succession plans for the organizations
- Oversees, guides, and directs development of Position/Job Descriptions.
- Oversees, guides, and directs hiring and recruiting activities, offer letters, and employment contracts.
- Negotiates, selects, and manages chosen recruiter/s.
- Drafts, seeks approval, implements as approved, and manages personnel policies for each Business Unit.
- Develops policies and then implements and manages vacation and holiday policies and tracking.
- Develops, implements, and guides Organizational Development and Succession Planning.

- Develops, implements, and guides the compensation program/levels.
- Oversees and guides the employee grading systems.
- Standardizes and oversees the payroll policies and procedures.
- Develops and manages all Organization charts.
- Develops, implements, and manages training and educational programs.
- Develops, implements, and manages Management training and development programs.
- Implements and manages the Performance Plan and Review system.
- Manages at optimal cost the health insurance benefits programs.
- Develops, oversees, and guides the bonus programs.
- Prepares all employees hiring and position change announcements.
- Participates in the pension scheme/s management as required.
- Oversees the Safety, Health, and Environmental programs including HIV/AIDS programs.
- Manages assigned Administrative-related activities.
- Performs special HR projects as assigned.

C. Major or Unusual Problems:

Ongoing challenges in the day-to-day pressures of working in large-scale Agro-Industrial enterprise requiring someone who can act and react quickly often times without the benefit of formal training and guidance. Due to the complexity of the agro-industry working environment difficulties in establishing priorities may arise.

D. Decision Making Authority:

Requires some-one with good general management decision-making skills. Possesses skills and abilities to view the business with an independent perspective but mindful of organization realities, in the execution of his/her responsibilities.

E. Principal Contacts:

Interacts with employees of companies with varied cultural backgrounds – Senior Executives, Senior Management, Board Members, Government Agencies, Consultants, Customers, Institutions of Higher Learning and other Special Interest Groups.

II. Knowledge & Skill Requirements:

Minimum Desirable but not Essential

1. **Specialized or Technical Knowledge:**

- Must have substantial Human Resources technical skills and experience. Must be proactive and possess good problem solving, negotiating, communication skills and abilities to relate effectively at all levels within the organization.
- Excellent people development and management skills are a must.
- Computer literacy is required, specifically in Microsoft Windows®, Office®, Word, Excel, Outlook, PowerPoint, Visio, and other Microsoft Office® products.

2. **Kind and Length of Experience:**

- Must have extensive broad based human resource management experience.
- Must be analytical, decisive, tactful, and have good time management, and communication skills. Must be able to work with employees in various businesses at all levels of the organization.

3. **Education:**

Undergraduate degree in Human Resources and/or Personnel Management, Business Management, or International Business plus preferably a Professional Qualification in Human resources Management or alternatively backed by substantial years of work experience in Human resources.

4. **Language:**

Fluency in both written & spoken English and Kiswahili language.

5. **Specialized or Technical Knowledge:**

Solid experience in human resources management preferably within a commercial organization.

Please send in your CV to chussein@iris.co.tz