

JOB ADVERT

HR Officer-Industrial Relation

POSITION DESCRIPTION:

North Mara Gold Mine Limited is seeking to recruit one (1) HR Officer/ Industrial Relation to join HR team. The successful candidates for this position will carry out both Human Resources and Industrial Relation duties in an ethical manner to ensure compliance and business benefits within the guidelines of Company Standard Operating Procedures and Best Practice as well as other assigned tasks within the range of competencies. The position will report to the **HR Section Leader - IR**. This is a permanent role, with the work roster being 42 days on site and 21 days Offsite.

RESPONSIBILITIES:

- To advise the Company on all Labor Matters for North Mara.
- Coordinate management effort and Strategies in resolving imminent industrial disputes or any industrial disputes as they may arise.
- Implement and improve HR Policies and practices in relations with the laws of the country
- Provide expert and specialist advice to management on HR and ER and regulatory compliance
- Ensure that the company is always well represented at relevant forums, e.g. CMA and Labor Court.
- Represent the company in dispute resolution processes including mediation, arbitration and negotiation
- Undertake legal analysis and risk evaluation of potential Labor disputes that are declared to determine the appropriate management strategy
- Advises and trains managers and supervisors in best employee relations practices and strategies for managing supervisor problems and employee grievances. Develops further training as needed.
- Provide training to Managers on IR Procedures including how to manage grievances and misconduct, dispute resolution, chairing of disciplinary processes and giving evidence at CMA.
- Represents organization in negotiations, meetings, and negotiations with employee and labor organizations.
- Collaborates with leadership on matters of policy and terms of memoranda of understanding before and throughout negotiation process.
- Advise senior management on complex Employee Relations matters and on the appropriate approach to effectively dealing with instances of labor unrest.
- Investigate employees' problems and disciplinary issues
- Maintain accurate records on IR matters and submit high quality reports as required to management and other governance structures.
- Participate in various programs as identified in the HR strategic plans such as In reach Program
- Establish and maintain sound relations with trade union.
- Perform all other HR and IR duties as assigned time to time by HR Section Leader.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in either Employee Relations, Law, HR, Public Administration or related discipline.

EXPERIENCE REQUIREMENTS:

- Minimum 4 years working experience in a similar role.
- Experience working in Mining Industry is an added advantage.

SKILLS / KNOWLEDGE REQUIREMENTS:

- Ability to maintain Confidentiality
- Decisiveness, Resilience and Resourcefulness.
- A working knowledge on Tanzania Labor Laws
- Results oriented
- Attention to detail
- Flexibility
- Excellent Communication - both oral and written
- Strong Negotiation Skills

WHAT WE CAN OFFER YOU:

- A comprehensive compensation package including medical cover and Life insurance
- Ability to make a difference and lasting impact.
- Work in a dynamic, collaborative, progressive, and high-performing team.
- Opportunities to grow and learn with the industry colleagues are endless.

Applicants are invited to submit their CV's/Resume's (indicating the role title in the subject) via e-mail to: nmrecruitment@barrick.com

If you are not contacted by Barrick - North Mara Gold Mine LTD within thirty (30) days after the closing date, you should consider your application as unsuccessful. Short listed candidates may be subjected to any of the following: security clearance; competency assessment; physical capability assessment, reference checking.

Please forward applications before **10/09/2020**