EXECUTIVE DEVELOPMENT CENTRE

Our Client, a regional company with offices operating in Ghana, Tanzania, the Democratic Republic of Congo and a sister company in Nigeria dealing with telecoms infrastructure and operating tower facilities is currently looking for a Head of HR to manage its company in Tanzania. This is a senior position and the incumbent will be based in Dar es Salaam.

JOB TITLE: Head of Human Resources and Administration

REPORTING LINE: CEO Tanzania

OPCO AND LOCATION: Dar es Salaam, Tanzania

DEPARTMENT: HR and Administration

ROLE PURPOSE:

As a young but rapidly growing Company, requires a dedicated Head of HR who will ensure that the company meets its requirements to staff projects appropriately; has up-to-date HR policies and procedures in place; and develops a reputation as an excellent employer. It is Company policy to deliver professional standards through employing quality staff, and the Head of HR will be responsible for ensuring a Company is able to attract, and employ quality people. This role is also responsible for providing skilled oversight and coordination of all the administrative activities that facilitate the smooth running of an office.

Key Result Areas	**Priority % of Time**	**Key Activities**
Employee Engagement	30%	To guide managers and employees in matters related to career development, staffing initiatives, employee relations, workplace ethics and performance management.
Recruitment	15%	Attraction and selection of quality candidates
Expatriates Management	10%	Ensures all expatriates have the required visas, work and resident permits
Training and Development	25%	Coordinating training and development activities of all staff
Retention	20%	Controlling employee turnover rate by creating conditions that people, particularly in key positions, are reluctant to leave the company

Decision Making Authority/Mandates/Constraints

- Develop a Human Resources plan to forecast future HR requirements and recruit suitable candidates efficiently and effectively;
- Monitor and advise senior management on appropriate staffing levels and remuneration levels for all employees
- Oversee all labour engagement for HQ and regions in line with company policies.
- Implement best practice Human Resources policies and monitor continuous improvement in HR procedures
- Update employee handbook, ensuring any changes to labor laws are reflected therein
- Assist in preparing budgets
- Manage the new hire orientation procedures
- Manage HR records and ensure all records are kept up-to-date accurately
- Develop professional development schemes for all levels of employees
- Assess training gaps and make recommendations for employee training
- Manage annual performance review process; coordination, implementation and follow-up
- Reviews all company job descriptions
- Ensure timely disbursement of payroll
- Oversee any disciplinary processes and legal issues
- Any other duties as assigned by the Manager

Candidate profile (essential role related qualifications, skills, abilities and experience for selection):

- Education requirements - Degree in Human Resources or related discipline from a recognized institution
- Minimum of 5 years experience as either HR Manager or deputy with a multinational company
- Thorough knowledge of Tanzanian labour laws and experience setting-up disciplinary process
- Good knowledge of international HR practise development and interest in continuous self-improvement and progression of the organization
- Clear demonstration of confidentiality and integrity
- Proven ability to work closely with senior managers to offer practical solutions to HR matters
- Highly skilled communicator
- Fluent in English

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