



VACANCIES ANNOUNCEMENT

JEMA AFRICA LIMITED is the private owned company, situated in Tanzania having its headquarter in Mwanza. We are seeking to recruit a Human Resource and Administration Manager as well as General Manager

1. HUMAN RESOURCES AND ADMINISTRATION MANAGER

DEPARTMENT: FINANCE AND ADMINISTRATION

POSITION TITLE: HUMAN RESOURCE ADMINISTRATION MANAGER

DUTY STATION: MWANZA

Reporting To: Director of Corporate Service

I. GENERAL POSITION SUMMARY:

Provide very strong leadership and sound advice and support the change management process for the Human Resource and Administrative functions of the company. The incumbent is also responsible to assist the Senior Management and provide advice and support on the handling of daily affairs of the Human Resource & Administration operation and its management of employees.

Minimum Qualification: Bachelor

Experience Level: Management level

Experience Length: 3 years

II. DETAILED RESPONSIBILITIES: -

- Advice and assistance to set up the Company's HR policy. Ensure that all HR policy and practices are in line with legislation required to secure compliance and safe operation.
- Ensure development and implementation of administrative systems and procedures
- Professional advice and solution in personnel conflicts/processes or staff issues when relevant.
- Coordinate staff recruitment and exits, orientation, trainings, staff benefits schemes etc.
- Ensure accuracy of staff salaries
- Ensure that staff and HR records are up to date and filed appropriately.
- Continuously monitor company HR standards to ensure that best practice is being driven.
- Sight and review all policies and procedures and changes to the HR manual
- Provide support to HR officers and all staff to implement policy, program and changes
- Review and respond to HR audit queries
- Review existing and new job descriptions for appropriateness of job titles, responsibilities and qualifications on incumbents and advise management.
- Review existing staff appraisal, performance evaluation and reward schemes and ensure that the efforts of staff in growth of the company are recognized. Seek creative ways of rewarding staff to ensure staff motivation and retention.
- Assist, support respective branches' employee's issues and provide resolutions and/or delegate duties to the departments personnel per company structure for further dissemination
- Monitor employee concerns, complaints, and counseling needs and coordinate internal investigations and hearings with appropriate personnel and management.
- Implement training and development programs and conduct relevant meetings according to the Head Offices requirement
- Ensure the application of any disciplinary actions is in compliance to Country's Labour Laws and the company's policies and procedures.
- Carry out other duties as assigned by the Management relating to all aspects of the human resource and administrative functions in the Head Office
- This Job Description only serves as a guide for this position. The Company reserves the right to revise this job description as when necessary without prior notice.

III. QUALIFICATION, EXPERIENCE AND COMPETENCIES

- Minimum 3 years' experience from working with HR and administration
- Bachelor of Arts in Human Resources or MBA in Human Resources Management from a recognized University.
- Proven knowledge of labor laws, industrial relations and taxation laws etc.
- Knowledge about own leadership skills/profile
- Demonstrated experience scheduling and managing staff from multiple departments
- Have strong organizational skills
- Professional verbal, listening and written communication skills
- Team player and able to work in a fast-paced environment
- Highly organized and detail oriented, ability to accomplish multiple tasks, results oriented and can work well under pressure

2. GENERAL MANAGER

Minimum Qualification: Bachelor degree in Business Management/ Administration and equivalent.

Experience Level: Managerial role.

Experience Length: 5 years

Categories: Business Development, Management

Job Level: Manager

Location: Mwanza

I. DUTIES AND RESPONSIBILITIES

- Carry out day-to-day activities and manage and develop team members of team to ensure work is progressing as planned
- Monitor and mentor staff to maintain high level of service
- Develop and maintain services and standard operating procedures to maintain high level of service
- Develop customer experience and customer journey through engagement, new products and service delivery innovation
- Stakeholder management and overall project organization to ensure requirements are clearly communicated, understood and executed upon
- Identify and develop the components required to deliver a strong business model structure that enables business in Tanzania to perform effectively
- Plan, and implement all marketing and sales activities to achieve sales and profit targets. Regularly analyze sales figures and refine marketing and revenue management strategies
- Develop different marketing and sales strategies for different market segments in collaboration with selected international agents and partners
- Hold meetings with company leadership board to review progress, status and issues. More regular meetings as necessary
- Ensure compliance with licensing laws, health and safety and other statutory regulations

GENERAL CONDITIONS:

- All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service and where specified otherwise.
- Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- Applicants should apply on the strength of the information given in this advertisement;
- Applicants must attach their certified copies of certificates as required for each post to include;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates; And Birth certificate
- Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- Applicants employed in the Public Service should route their application letters through their respective employers;
- Applicants who have/were retired from the Public Service for whatever reason should not apply;
- Applicants should indicate three reputable referees with their reliable contacts;
- Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- Applicants with special needs/case (disability) are supposed/advised to indicate;
- A signed application letters should be written either in Swahili or English and
- Deadline for application is **28th February, 2019**;

Addressed to;
JEMA AFRICA LIMITED
MKUYUNI INDUSTRIAL AREA PLOT No. 25/2
P.O BOX 269
MWANZA

TEL: + 255 788 780443 OR,
Email address: jemafrica12@gmail.com

- Only short listed candidates will be informed on a date for interview and;
- Presentation of forged certificates and other information will necessitate to legal action;