

JOB ADVERT – HUMAN RESOURCES OFFICER (01 VACANCY)

POSITION DESCRIPTION:

Bulyanhulu Gold Mine is seeking to recruit **Human Resources Officer** to join our team. The successful candidate for this position will ensure activities in the Human resources Department are effectively planned and undertaken in a safe and cost effective manner to achieve targets in accordance to BGML Mining Safety Standards, Policies and Procedures.

Reporting to: Human Resources Operations Superintendent

Duration: Permanent

RESPONSIBILITIES:

- Ensure no reportable injuries and regularly conduct safety interactions
- Provides assistance on communication improvement between management and the workforce
- Ensure 100% compliance on salary & contracts administration
- Schedule visitation and presentation on health benefits of employees
- Assist in translation and circulation of GM's monthly brief to the workforce
- Translate and circulate policies and communicating thereof to the workforce
- Assist with preparation of reports on labour cases.
- Updating and communicate recruitment tracker to respective departments
- Conduct end – to end – recruitment , ensuring that the recruitment cycle (tie to fill vacancies) is reduced
- Prepare Weekly/ Monthly/Quarterly Reports accurately and timely.
- Attendance at tool box meetings and any other required training to enhance efficiency and effective implementation of the plans and strategies
- Assist with the monthly payroll administration
- Attend labour cases at CMA, Regional and High Court
- Provide assistance to the Superintendent on Disciplinary & Grievance case Management , internal Communication , Union Relationship Management as well as Employee Climate Monitoring
- Ensure that assigned tasks are completed timely, safely and effectively.
- Handle staff grievances and disciplinary issues and provide appropriate guidelines for fair and effective resolution as per Tanzania Labour Laws
- Facilitate performance management by ensuring employees appraisal and reviews are completed on time and further analysing for preparing of Employees Training Needs and Annual Increments
- Managing onboarding and engagement process for new hires (international and national employees) as per Company Procedures
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in human resources or Equivalent
- Payroll Management Certificates will be added advantage
- Labor Relations certification

EXPERIENCE REQUIREMENTS:

- Must have minimum at 5 years' experience in human resources in large organization preferred in mining

SKILLS / KNOWLEDGE REQUIREMENTS:

- Excellent communication in English and Swahili ,both writing and verbal
- Protecting the interests of all employees.
- Able to engage in meaningful negotiation and resolution.
- Knowledge of Tanzania employment legislation.
- Full understanding of HR functions and best practices.
- Working under minimum supervision
- Mine Safety and health Awareness
- Sound knowledge of Mining Safety Regulations and best practice

WHAT WE CAN OFFER YOU:

- A comprehensive compensation package including bonuses, benefits, and where applicable.
- 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.

HOW TO APPLY:

Applicants are invited to submit their CV's/Resume's, careful read application guidelines

- Rename your CV in this format CV - YOUR FULL NAME
- Indicating the role title **"HUMAN RESOURCES OFFICER "** in the subject of your email
- Send your application via e-mail to: bulyrecruitment@barrick.com

If you are not contacted by Barrick - Bulyanhulu 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 **30th October 2021**

BEWARE OF CONMEN! BGML does not receive money in exchange for a job position. Should you be asked for money in exchange for a job offer or suspect such activity, please report this immediately to our Compliance Hotline, by calling Toll-Free Number [+1-877-246-5399](tel:+18772465399) or through www.barrickgold.ethispoint.com