

Job Summary

The candidate will be responsible for providing an effective and efficient human resource generalist function that is aligned with departmental and company strategic goals. The candidate will be expected to successfully implement HR strategy and deliver customer service within the organization. The responsibilities will include inter alia strategic partnership and organisation design, recruitment and selection, employment equity, salary and benefits management, employee relations, talent retention, performance management, change management, diversity management, skills development, policies and procedures, HR reporting, HR projects and managing staff. This person need to be experienced and willing to work under high amount son pressure and late hours.

Essential Job Functions

- Responsible for the implementation and ongoing maintenance of all office policies (Rules) and procedures (systems).
- Manage and order supplies within the budget guidelines of the organization.
- Delegate responsibility to appropriate subordinate staff to ensure that the day-to-day functions and assigned projects are carried out. Personally manage the staff who are responsible for the specific tasks e.g Professional staff, guards, cleaner, messenger, receptionist, driver, Workshop and cooks.
- Responsible to the Management to provide assistance in Tender process and legal matters
- Liaison between governing bodies e.g Labor, city council, fair and safety etc
- Using content management systems to maintain and update websites and internal databases.
- Constant update and backing up of the office server as well as Offsite back.
- Timesheet complaining as well as generate accurate timesheet reports on projects and individuals with cost on hours.
- Conduction appraisals for all staff and sending accurate reports to management.
- Ensuring you have an in-depth knowledge on the business and its day to day operations.
- Deal with employee requests regarding human resources issues, rules, and regulations

HR Support

- Be the first point of contact for all HR-related queries
- The main responsibilities of a human resource manager includes conducting interviews, job postings and employee offers. Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Administer HR-related documentation, such as contracts of employment and all other employment contract or forms required.
- Ensure the relevant HR database is up to date, accurate and complies with legislation

- The human resource officer has to deal with the top management along with the staff and employees of the company. He/She acts as a bridge between these sections in order to facilitate smooth functioning of the operations of the company.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Provide policy on employee safety, welfare, wellness and health;
- Responsible Acquiring and Marinating all expert staff work permits
- Responsible for encouraging the growth and assisting in the evaluation process of the staff.
- Maintaining time sheets and compiling on month to month for management reports.
- Appraisals for all staff need to be conducted in a timely manner on month-to-month bases to not affect the payroll schedule.
- HR to work closely with the Finance office to ensure all payroll requirements are handed in on time. Pays employees require the assistance from HR by calculating pay; distributing checks; maintaining records.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs if any.
- Documents human resources actions by completing forms, reports, logs, and records.
- Updates job knowledge by participating in educational opportunities, reading professional publications.
- Accomplishes human resources department and organization mission by completing related results as needed by Management.
- Having a full understanding of the law and finding ways to reduce any risk to the company.
- Counsel and advice to staff on personal and work related issues including providing guidance and direction to management team and employees on human resource related topics.
- Work with staff and management to facilitate staff development and training opportunities.
- Communicate and ensure compliance and consistency with office practices and policies and compliance with all employment related laws.
- Effectively interface with all levels of the organization to coordinate and oversee all of the people-related and office management activities.
- Make certain that all administrative systems and processes are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction.
- Negotiate related contracts, manage relevant vendor relationships, liaison with building management and oversee office operations.
- Serve as administrative team leader, coach and advocate for administrative staff.

- Keep informed and up to date regarding industry standards and best practices related to non-profit personnel management.
- Conduct initial orientation to newly hired employees.

Secretarial support

- Typing, drafting, editing and circulating correspondence and reports as necessary, including confidential material.
- Coordinating Guideline Development Group, Management Board and other meetings either directly or through liaison with meeting organisers e.g. booking rooms, catering and presentation requirements/equipment.
- Arranging travel and accommodation where necessary.
- Public Relations
- Receiving visitors, arranging hospitality and enhancing public relations on behalf of the company

Skills and Qualifications

Administrative Writing Skills, Verbal Communication, Maintaining Employee Files, Compensation and Wage Structure, Orienting Employees, Benefits Administration, Interviewing Skills, Professionalism, Organization, Teamwork, Supply Management.

Experience & Package

- Bachelor Degree in Human Resources Management or any related field
- A minimum of 4years work experience
- Salary structure of maximum TZS 1,000,000 net/take home