

HR MANAGER

Reporting to: Group Human Resource Manager/Country Manager

Location: Dar es Salaam

POSITION PURPOSE:

To provide human resource support and ensure effective, efficient service delivery on performance Management of all Staff.

JOB ROLES AND EXPECTATIONS:

Key Result Area	Key Roles / Duties
1. General	<ol style="list-style-type: none">1. Ensure all positions in the company have updated JD's with their respective KPI's and competencies specific to their jobs.2. Compile manpower plans into a master plan for all departments at the beginning of each year. it should be based on new recruitments + plan for attrition3. Budget for annual recruitment plan and monitor utilization in line with what has been budgeted for.4. Track and monitored time taken to fill positions which should be within the limits set at the beginning of the year.5. Process Identification Cards for all employees6. Lease with Heads of Department, Country Manager and Line Managers to address HR related issues7. Draft HR correspondences.8. Sensitize employees on the Company Policy.
2. Recruitment & Selection	<ol style="list-style-type: none">1 Co-ordinate the companies participation, at the various universities, career expo's etc to create awareness and increase number of CV's received.2 All the CV's received are uploaded into ERP System for easy future access.3. Develop a schedule of shortlisted candidates in the

	<p>pipeline for each position.</p> <ol style="list-style-type: none"> 4. Screen applications and develop shortlist in line with job requirements. 5. Co-ordinate interviews and write interview reports for approval 6. Conduct vetting and verification of successful candidates in line with policy 7. Co-ordinate on-boarding of new employees in line with company policy. 8. Co-ordinate staff confirmations
<p>3 Staff Remuneration</p>	<ol style="list-style-type: none"> 1. Provide advice on pay and benefit system. 2. Enter salary details for all new employees into the ERP system. 3. Process monthly compensation / payroll for employees. 4. Ensure that all information pertaining to the payroll (Elements) is submitted and captured in the payroll i.e. Allowances and Benefits. 5. Calculate and process quarterly incentives payment for the Sales team. 6. Provide every employee with a monthly pay-slip. 7. Prepare statutory deductions i.e. LST, PAYE, NSSF schedule to be sent to Accounts for payments. 8. Attend to any salary quarries as and when they arise. <p>Website: www.kprecruiters.co.tz</p>
<p>4. Performance Management</p>	<ol style="list-style-type: none"> 1. Co-ordinate development & signing of Performance agreements for all departments. 2. Track timelines for submission, scoring and payment of incentives 3. Capture data on all goal sheets in the ERP system.
<p>5. Rewards & Recognition</p>	<ol style="list-style-type: none"> 1. Track timelines for submission, scoring and payment of incentives. 2. Develop Appraisal reward report for approval

	<ol style="list-style-type: none"> 3. Prepare employee annual rewards & recognition activities 4. Track all employees scoring below average and place them on PIP. 5 Provide Basic counseling to staff with performance related problems.
6. Training & Development	<ol style="list-style-type: none"> 1 Oversee the development of training programs, contracts and budgets. 2. Develop the annual training plan and budget based on the training needs identified. 3. Co-ordinate and prepare trainings & Training materials. 4. Track immediate and long term training feedback. 5. Evaluate training effectiveness.
7. Reporting	<ol style="list-style-type: none"> 1. Submit periodic reports.

MINIMUM QUALIFICATIONS / REQUIREMENTS:

- 5-10 years of working experience in human resources management and / or organizational development.
- Previous experience in HR strategy development, operations and administrative design and implementation
- Previous experience with human resource management information application
- Proven experience in implementing HR Best practice

MODE OF APPLICATION

All applications should be sent to careers3@kprecruiters.co.tz with email subject "Application for HR Manager" not later than 25th May 2018. Please attach your CV only without any other supporting documents.