

## HR MANAGER

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**Reporting to:** Group Human Resource Manager/Country Manager

**Location:** Dar es Salaam

### POSITION PURPOSE:

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

### JOB ROLES AND EXPECTATIONS:

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Key Result Area	Key Roles / Duties
<b>1. General</b>	<ol style="list-style-type: none"><li>1. Ensure all positions in the company have updated JD's with their respective KPI's and competencies specific to their jobs.</li><li>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 attrition</li><li>3. Budget for annual recruitment plan and monitor utilization in line with what has been budgeted for.</li><li>4. Track and monitored time taken to fill positions which should be within the limits set at the beginning of the year.</li><li>5. Process Identification Cards for all employees</li><li>6. Lease with Heads of Department, Country Manager and Line Managers to address HR related issues</li><li>7. Draft HR correspondences.</li><li>8. Sensitize employees on the Company Policy.</li></ol>
<b>2. Recruitment &amp; Selection</b>	<ol style="list-style-type: none"><li>1 Co-ordinate the companies participation, at the various universities, career expo's etc to create awareness and increase number of CV's received.</li><li>2 All the CV's received are uploaded into ERP System for easy future access.</li><li>3. Develop a schedule of shortlisted candidates in the</li></ol>

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

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

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#### **MINIMUM QUALIFICATIONS / REQUIREMENTS:**

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- 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

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#### **MODE OF APPLICATION**

All applications should be sent to [careers3@kprecruiters.co.tz](mailto:careers3@kprecruiters.co.tz) with email subject "Application for HR Manager" not later than 25<sup>th</sup> May 2018. Please attach your CV only without any other supporting documents.