

## HR MANAGER Job Description

**Location:** Arusha, Tanzania

### **Mode of Application**

All applications (CV's only) should be sent to [careers3@kprecruiters.co.tz](mailto:careers3@kprecruiters.co.tz) not later than on Sunday 17<sup>th</sup> October 2021.

### **Job Brief**

We are urgently looking into filling an HR Manager position for manufacturing/ steel industry. The major role of this position is to implement the HR Plans as set by management.

### **Duties & Responsibilities**

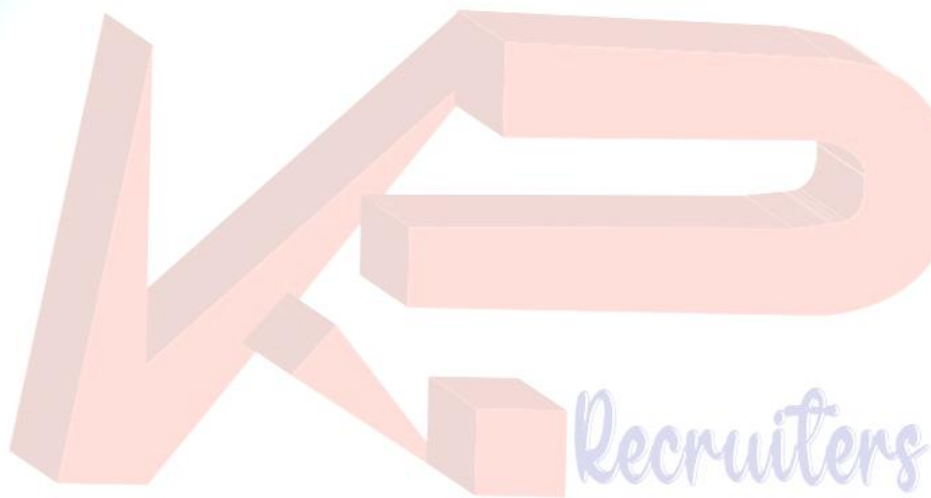
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Bridging management and employee relations by addressing demands, grievances or other issues
- Managing the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the company
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout HR Management

### **Major Requirements**

- A minimum of Bachelor's Degree in HR Management
- At least 3 years of progressive experience as an HR Manager
- Well versed with all functions of HR including Recruitment & Selection, Compensation & Benefits, Training & Development, Motivation & Retention, Performance Management, Employee Relations including Labor Laws, Payroll & Benefits Administration, Separations, etc
- Candidates from manufacturing/ steel industry will be given preference, but not necessarily

### **Skills Required**

- Organizational skills
- Decision-making skills
- Training and developmental Skills
- Budgeting skills
- Empathetic skills
- Communication skills
- Drafting skills
- Presentation skills
- IT skills
- Time Management skills



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