

Job Title: HUMAN RESOURCES, ADMIN & SHE OFFICER

Location: Arusha, Tanzania

Mode of Application

All applications should be sent to careers3@kprecruiters.co.tz not later than on **Wednesday 15th June 2022**.

Please attach CV only with Subject Line **“Application for HR, Admin & SHE Officer position”**

MAIN JOB PURPOSE

Responsible for managing Human Resources, Administration, Employee relations and fleet management for the entire Organization. Additionally, responsible for ensuring safety, health and environmental standards are implemented and upheld.

DESCRIPTION OF TASK / PROCESSES AND OPERATIONS

TASKS

Human Resources Administration

- Maintains and updates employee personal files and ensures that all personal files are updated and are easily accessible
- Ensures that all staff personal files have relevant documents upon recruitment e.g. CVs, Educational qualifications certificates, birth certificates and Interview assessments records etc.
- Maintains and updates all legal requirements pertaining to Human Resources
- Draft Human Resources Policies for approval by the MD/GHRD
- Employee welfare Administration
- Human Resources budget formulation and ensuring adherence
- Oversee payroll inputs and supervises preparation of earnings and Deduction forms for the Company and forwarding to HRA Head Office to process in the payroll system
- Pension fund Administration
- Adequate loss control and Security Programmes

Recruitment and selection

- Coordinates the recruitment and selection of Human resources for the entire Organization
- Obtains CVs from employment agents and prospective employees and schedule interviews.

Employee Relations

- Communicates with workers committee and management on matters of mutual interest and enlightens the former on their role in industrial relations whilst advising the latter on the prevailing industrial relations pulse
- Coordinates disciplinary and appeal procedures and institutes discipline according to the legislation
- Ensures the working environment is safe and conducive by managing and maintaining formal and informal relations with workers and workers representatives
- Processes employees’ compensation claims as and when the need arises
- Carries out First Aid, Fire fighting and Safety Audits
- Ensures the smooth running of the canteen and supervises the canteen staff
- Coordinates and facilitates training and staff development programmes

Performance Management

- Ensure performance standards and approved Key Results Areas are set for the entire Organization
- Facilitation of performance reviews and submitting an objective performance appraisal report for the purpose of rewarding outstanding performers
- Establishing performance gaps in consultation with Line Managers.

Training and Development

- Establishing Training needs and setting a yearly Training budget
- Training and Developmental needs Identification in consultation with HODs
- Training plans formulation and coordinating training courses/programmes
- Career Development and succession planning in consultation with the MD

Fleet Management

- Utilizing GPS systems to monitor drivers and track vehicles
- Establish computerized reports on fuel, parts, and labor expenses
- Scheduling regular vehicle maintenance to ensure operational efficiency
- Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules
- Review data on past and current maintenance performance; prepare and maintain records and reports; prepare and validate requirements for facility improvements and repairs
- Analysing data to increase business operational efficiency
- Manages accident reports
- Monitoring vehicle uses' driving patterns, such as speeding, mileage etc
- Finding ways to cut costs and maximize profits

Procurement

- Ensure policies and procedures are being followed
- Getting and comparing prices from several suppliers
- Negotiating prices and delivery dates

Office Management

- Ensure all travel requests for national and international travels including booking vehicles and accommodation, purchasing tickets etc
- Oversee daily office visitors and other events as requested
- Prepare for and coordinate various office social activities, i.e., team building, staff retreat, , funerals etc.
- Coordinate and work closely with field offices on office, inventory, vehicles and motorbikes Management
- Liaise with Government bodies on office license to ensure compliance and renewal on time

Health and Safety

- Implementation of Safety, Health and Environmental management systems and ensuring compliance with all applicable legislation, legal requirements and guidelines as set out by the company
- Organize safety training (including first aid and fire safety) as required
- Guide line management in the planning and Develop and maintain strategies to excel in the prevention of accidents and environmental pollution
- Coordinate orientation to new staff and visitors and ensure that they are complied with safety policies and procedures
- Organization and maintenance of internal safety, health and environmental communication systems such as the formation of the Safety Committee and the departmental safety, health and environmental discussion groups.

Job Evaluation – Reward Management

ISO

- Develops implements and maintains QMS and EMS procedures for the Human Resources department
- Maintains a list of all procedures in the department
- Ensures that the Canteen and Administration Offices are kept clean and tidy in line with housekeeping standard

KEY DECISIONS MADE

- On Recruitment and Selection.
- On Payroll processing
- On Confidential information
- On Human Resources Budget
- On Performance Reviews and Training
- On ways of maintain cordial Employee Relations
- On when to coordinate training courses.
- On ways of creating Decent work environment
- On strategic Human Resources issues
- On fleet management
- On Administration and Office management

SUPERVISORY CONTROLS

Supervision received: Managing Director

Supervision given: Management Trainees, Office Attendant, Drivers, General Workers.

OTHER IMPORTANT CONTACTS (Particularly external to the Organisation)

- Ministry of Health, Community Development, Gender, Seniors and Children
- Ministry of Union and Environmental
- Ministry of Labour, Youth, Employment and Persons with Disabilities

ADVISES

- Management on Labour regulations. Recruitment procedures, Grievances and Disciplinary Handling.
- Performance Management
- Training and Developmental Issues
- Career Development and succession planning
- Reward Management System

LIAISES WITH

- All members of staff.
- Head of Departments

PLANNING

- Performance reviews
- Personal work schedule.
- Human Resources Department operations
- Training Programmes

EDUCATION

- Bachelor Degree in Law, Social Sciences or Human Resources

EXPERIENCE

- 5 years' experience post qualification in a relevant field