

## **HR & Administration Manager Job Description**

**Location:** Morogoro

### **Mode of Application**

All applications should be sent to [careers3@kprecuiter.com](mailto:careers3@kprecuiter.com) with subject title “**Application for HR & ADMINISTRATION MANAGER position**” not later than on **Saturday 30<sup>th</sup> April 2022**. Please attach your CV only without any supporting documents.

### **Overall Job Function**

The Human Resource and Administration Manager will offer overall support and direction in Human Resources and Administration function for the company. He/ She will ensure the HR and Administration policies and standards are applied consistently throughout the company. The role contributes to the development of company strategies, which are translated into action plans and day-to-day tasks.

### **Main Duties & Responsibilities**

#### **A. Human Resource Duties**

- Provide leadership and oversee Human Resource operations to ensure strategic initiatives are implemented with a strong emphasis on recruitment, development and retention of high-quality staff
- Develop and implement Human Resources strategies, plans and annual budgets, manage costs and ensure full implementation of defined HR standards & good practices
- Establish and oversee recruiting, hiring and orientation plans and procedures for company employees
- Establish and oversee internal HR policies, procedures and programs. Ensure communication to and compliance by all staff with all internal policies and procedures as well as external regulations and applicable labour laws
- Manage administration of employee benefits and compliance with tax laws, including employee terms & conditions of service, salaries & benefits, employment contracts, and leave records
- Administer performance management processes to align employee performance with company goals and objectives and assist management in creating high performance employees and teams
- Ensure annual performance reviews are conducted in a timely manner each year
- Facilitate employee communication, provide employee services and counselling, advise on disciplinary, grievance and conflict resolution procedures, and promote employee safety, welfare, wellness and health
- Manage and resolve employee relations issues (Industrial Relations) and assist management with conflict resolution to ensure that issues are identified and addressed promptly, appropriately and fairly
- Implement preventative measures and assist in reducing litigation by ensuring fair and equitable application of policies and practices

- Interface and coordinate with managers and supervisors to enhance communication, education and ensure effective implementation of HR programs
- Supervise HR staff members
- Conduct analysis and market research on salary and benefits trends
- Provide HR guidance and recommendations to ensure the company remains competitive

**B. Administration Roles**

- Developing and implementing administration guidelines for the office, including ensuring that office space is designed in a way that is fit for purpose and acceptable by OSHA
- Ensure effective office security, including liaison with Security Company and ensuring adherence to office security policies for all staff and visitors
- Manage asset control, assignment and movement; maintain an updated and accurate asset register and room lists, and ensure that all assets are properly labelled and whereabouts regularly verified
- Coordinate work permits applications including their timely renewals
- Ensure that all services are provided on a regular basis and provide good value; process and ensure that all office-running related bills are paid on time
- Ensure that all office equipment is operating and well-maintained, including LAN and telephone systems
- Prepare and submit timely and accurate monthly Admin reports and dashboards (eg. insurance, keys, etc)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Keep abreast with all organizational changes and business developments

**Minimum Qualifications, Skills & Experience**

- Bachelor's Degree in Human Resources; a Master's Degree in related field will be an added advantage
- A minimum of eight (8) years of progressive experience in Human Resource Management and at least five (5) years in a similar role
- Experience working in an industrial setting with over 200 employees will be an added advantage
- Proven leadership skills and a competence in people management
- Demonstrated understanding and working knowledge/experience of Human Resources Management principles, concepts & processes
- Extensive knowledge on Labour laws
- Excellent skills in handling and advising on complex people management issues
- Experience in developing Human Resources strategies and policies, and driving implementation
- Experience with managing large amounts of confidential employee information
- Must be computer literate