



Human Resources Manager

Arusha, Tanzania | Posted on 06/12/2024

Job Description

### **Responsibilities**

- Creates, executes, and assesses HR plans, guidelines, policies, and initiatives to meet organizational goals and legal requirements.
- Offers direction and leadership to the HR team, cultivating a climate of cooperation, creativity, and ongoing development.
- Maintains current knowledge of Tanzanian labor laws, regulations, and industry best practices.
- Oversees performance management processes, such as goal-setting, performance evaluations, and development planning, to foster a high-performance culture.
- Ensures compliance with all applicable laws and regulations.
- Identifies and addresses the workforce's training and development needs; designs and implements training programs to improve employee skills and competencies
- Identifies and develops high-potential employees for future leadership roles; leads and oversees the recruitment, selection, and onboarding process to draw in and hire talented professionals. creates possibilities for employees' professional growth
- Oversees employee relations, including grievance handling and disciplinary procedures;

- Develops and champions initiatives to boost employee morale, satisfaction, and productivity;
- Establishes a succession planning framework to facilitate a smooth transition of leadership;
- Identifies areas for improvement and implements changes to enhance HR service delivery;
- Works with senior leadership to develop workforce plans and talent management strategies to address current and future organizational needs;
- Ensures timely and successful completion of projects within budget and scope;
- Develops and advocates for rewards and recognition schemes for the organization.

### **Knowledge and Experience**

- Leadership and strategic planning abilities
- Excellent communication and interpersonal skills
- Proficiency in managing staff performance
- Strong knowledge of HR principles and practices
- Ability to analyse data and identify trends
- Project management skills
- Technology skills – HR systems Word Processing, Video Conferencing Tools, and work collaboration tools
- Bachelor’s degree in Human Resources Management or related field; Master’s degree preferred
- 7+ years of progressive experience in HR roles, with at least 3 years in a managerial capacity
- Has led an HR team of over 5 staff, and worked in an organisation of over 250 staff
- Strong knowledge of Tanzania employment laws and regulations
- Excellent communication and interpersonal skills
- Demonstrated leadership and decision-making abilities
- Ability to work effectively in a fast-paced environment
- Demonstrated technology savviness

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