

Exciting Career Opportunity!

We are currently seeking for Senior Human Resources Officer:

The successful candidate will be responsible for the following duties and responsibilities:

Providing quality service to Customers and managing Customer expectations.
Manage individual actions that may pose danger to the business in general.
Coordinate the recruitment process from placement, short listing screening, selecting and appointment.
Development of performance management policy and tools in collaboration with the Head of Department.

Oversee accident prevention and management procedures.
Ensuring that all employees have appropriate insurance cover.
Liaise with insurance providers and ensure claims are processed on time.
Maintain staff records both in manual and electronic formats.
Update master record in HR and Payroll system in respect for new staff, leaves, transfers and staff exit.
Prepare monthly HR flash reports on all relevant matters.
Participate in salary surveys.

Monitor competitive trends in compensation and identify the Bank's position compared to other employers in the market.
Identify and report on training and development needs at an organizational, occupational and individual level.
Develop training aims and objectives (linked to the achievement of specific business aims and objectives).
Identify priority areas for training and development through liaison with relevant stakeholders.

Participate in preparation of HR budget.
Participate in developing succession plan.
Prepare and coordinate staff recruitment interviews.
Participate in HR Audit.
Participate in establishment structure review.
Performing other duties as assigned or directed by Superior.

Qualifications and Experience Required:

Bachelor's degree in Human Resources or Public Administration
Three years of relevant experience
Knowledge and skills required for the job:

Team player
Strong interpersonal skills
Ambitious and self-motivated
Ability to work with minimum supervision
Ability to plan, organize and coordinate
Be able to take intelligent risk
Pragmatic and decisive
Awareness of cultural diversity, equity and inclusion
Confidentiality
Integrity
Reports to: Head of Human Resources and Administration.

Deadline for submission of application is 28th December 2024.

All applications (including application letter, Resume, academic and professional certificates)
should be sent through jobs@amanabank.co.tz

Only shortlisted candidates will be contacted.