



JOB TITLE: Human Resources Generalist

- Job Identification: 496
- Apply Before: 16/06/2025, 11:48
- Degree Level: Bachelor's Degree
- Job Schedule: Full time
- Locations: Airtel Tanzania, Tanzania, DAR ES SALAAM, TZ

JOB DESCRIPTION

The HR Generalist will provide comprehensive Human Resources support in alignment with Airtel Money Tanzania's business strategy. The HR Generalist will play a key role in managing core HR operations, ensuring seamless administrative processes, and delivering actionable insights through HR reporting. This position supports all HR functions and contributes to operational excellence and strategic initiatives within the organization.

RESPONSIBILITIES

Provide support and Implementation of all HR functions to Airtel Money – including interviewing & hiring staff, administering pay, benefits, and leave, and enforcing company policies and practices

- Work closely with Talent Acquisition Lead to determine hiring needs and ensure operations are aligned to the needs.
- Ensure availability of Job Descriptions for all roles
- Ensure employee experience as per process (employee life cycle management)
- Ensure proper implementation of performance reviews within Airtel Money Limited.
- Ensure proper implementation of talent reviews and succession plans within the Airtel Money Limited
- Capture feedback on an ongoing basis and ensure that the feedback is acted upon to bring in operational effectiveness.

Coordinate and Prepare HR overall Reports & Compliance per requirements as directed by Line Manager.

- Coordinate and prepare all weekly and monthly HR reports on ongoing initiatives.
- Prepare HR Overall Reports – including HR Scorecard, MD Report, Sustainability reports etc
- Support HR Team by designing customized reports providing source data.
- Maintains compliance with government boards and local employment laws and regulations and recommended best practices; reviews policies and practices to maintain compliance.

Performance and Reward capability enhancement for FTEs (offroll) employees

- Facilitate the design and implementation of the Performance Management process for all FTEs offroll employee in alignment with Airtel Performance Management System
- Ensure continuous employee communication in Airtel Tanzania on Airtel performance in line with total rewards guides and principles.

Coordinate and manage the processing of (expats employees) work permit, employment contracts and professional certifications

- Responsible for Work permit and Visa processing for expats employees.
- Manage expats contracts (if required)
- Manage the registration and renewal of expat employees' professional certifications as per regulations.

Employee Reward and Recognition(R&R) strategies implementation.

- Work closely with Total Reward Manager to Support the development of employee R&R schemes.
- Implement initiatives to enhance employee engagement.
- Develop processes, systems and procedures that facilitate and support the implementation of R&R initiatives.
- Communicate employee schemes to all parties.
- Monitor their implementation and ensure that the objectives are achieved.
- Share feedback and reports as required.

Accurate and up to date HR Information System for offroll employees

- Understand the current state of Automation in Tanzania
- Ensure all HR information is updated and adhered to as per policy.
- Ensure 100% score of HRIS adherence.

Any Other role as directed by Line Manager

QUALIFICATIONS

- Bachelor's degree in human resources, Business, or a related field required.
- Professional training knowledge

- Sound knowledge of business sector of company.
- Culture and custom knowledge of working environment
- Minimum of 5 years of HR experience, with at least 3 years' experience in HR General role

APPLY HERE