

HUMAN RESOURCE OFFICER – SPECIFIC TASK

POSITION SUMMARY: Human Resources Officer will be responsible for administering day to day human resources services to meet organization goals. The incumbent will be responsible for providing support to the Human Resources Department on range of responsibilities including recruitment and selection, employee relations, training and development, compensation, and benefit administration and human resources operational activities.

MAJOR ACCOUNTABILITIES

- Support and ensure consistent and well-coordinated recruitment and selection activities for the technical, professional, and managerial level positions. This will include developing job description, advertisements, short-listing and management of interview process.
- Assist on the preparation of payroll and timely disbursement of salaries or other employee benefits. Ensuring leave and time sheet tracking for updating payroll changes are accurately and timely submitted.
- Work closely with all departments and assist line Manager and employees on interpretation of HR policies and SOPs.
- Support onboard process by conducting orientation for new hires on ICAP Standard Operation Procedures (SOPs) and relevant policies and manuals to ensure smooth joining formalities and ensure they are well oriented.
- Conduct Training Need Identification (TNA), Developing Calendar, identifying trainers, coordinating with trainers & establishing feedback mechanism to measure training impact to employees and maintaining and updating training database.
- Support and coordinate employee Performance Management process by ensuring objective setting, mid-year review and annual performance appraisals is done accordingly, and an analysis is provided within the required deadline in alignment with the organization procedures. Ensure staff are trained and coached on performance management as well as facilitate capacity building to line managers on performance management.
- Link with performance and staff development focal person to follow-up on completion of probationary appraisals within the required time limit (probationary period) and issue of confirmation end/extension letter as well as implementation of any recommendations resulting from the probation.
- Assist in all HR Operations and administrative activities including employee medical and life cover administration, and work tools management.



- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, tracking vacation, sick leave, overtime and ensure compliance with labour laws for audit purposes.
- Manage Human Resource Information System (IOO) by making sure all data and employee's information are updated.
- Perform any other duties which may be assigned Supervisor or required by management from time to time.

Required Qualifications, Knowledge and Skills:

1. Bachelor's Degree in Human Resources Management, Business Administration, or related field.
2. Minimum of five (5) years' recent relevant generalist and advisory HR experience gained within a fast-paced environment.
3. Excellent knowledge of current Tanzania employment legislation.
4. Evidence of the practice of a high level of confidentiality, integrity and maturity.
5. Experience in handling disciplinary investigations, hearings, appeals and grievances
6. Experience in managing simultaneous recruitment campaigns
7. HR Expertise (knowledge in multiple HR disciplines)
8. Ability to work independently
9. Excellent communication skills both verbal and written in Kiswahili and English
10. Computer skills: proficient in outlook, word, excel and PowerPoint
11. Must be a team player, very self-motivated with ability to motivate and engage others.
12. Strong interpersonal skills