



JOB DESCRIPTION

POSITION:	Human Resources Officer
DEPARTMENT:	Human Resources Development and Administration
REPORTS TO:	Incharge, Human Resources and Administration
SUPERVISES:	None

BROAD FUNCTION

The Human Resources Officer (HRO) supports the Incharge, HR& Administration and the Director of Human Resources Development and Administration in all human resources activities that focus on building the internal human resources and organizational capacity of T-MARC as an independent Tanzanian entity including recruitment, employee relations, staff development and general day to day functioning of the department.

DUTIES AND RESPONSIBILITIES

- Assist the Incharge, HR & Administration and Director of HRD & Administration with the recruitment process by preparing notices and advertisements for vacant positions, receiving and filling CVs, short listing candidates as per the required qualifications, call candidates for interviews, notifying successful candidates, performing background checks / pre employment screening of all successful candidates.
- Coordinate new staff orientation by: preparing a New Hire Check List of topics and areas to be covered during orientation, providing information on the Company's background, mission, values, vision and global outlook and the key aspects that distinguish T-MARC from other organisations, the human resources policies and procedures, scheduling appointments with other departmental heads for briefing of their functions.
- Update personnel files including employee details, maintaining leave records, registration of employees in social security and other benefits and statutory schemes.

- In coordination with departmental heads prepare/update job descriptions of vacant positions for recruitment.
- Make a follow up on performance management by ensuring all employees' performance contracts and appraisal forms are filled in the employee's personal files.
- Track staff leaves and ensure that they are properly planned without disrupting Company's operations.
- Assist the HR Manager in coordinating in-house training.
- Conduct post-training evaluation.
- Assist the Incharge ,HR& Administration and Director of HRD & Administration to conduct exit interviews and coordinate separation procedures to include return of company property, etc.
- Work closely with departments in a consultancy role, and assist line managers to understand and implement HR policies and procedures.
- Obtain and compile timesheets from staff for onward transmission to finance.
- File personnel records and documents, ensuring they are complete and updated regularly.
- Interpret and advise employees on employment legislation, HR policies and procedures.
- Identify and analyze training needs in conjunction with departmental managers.
- Carry out any other duties as assigned by the Incharge, HR & Administration and/or Director of HRD & Administration.

PERSON SPECIFICATIONS

Academic and/or Professional Qualifications

- Holder of a Bachelor's degree in Business Administration majoring Human Resource Management or related area.

Experience

- At least 2 years of relevant experience.

Skills

- Previous experience in the area of human resource and change management.
- Good understanding of the Tanzanian labour and employment laws.
- Problem solving and analytical skills.

- Effective verbal, written and listening communications skills in both English and Kiswahili.
- Computer skills including the ability to operate spreadsheets and word processing programs at a proficient level.
- Ability to maintain confidentiality, use sound judgment and work independently.
- Ability to formulate and follow-through on the implementation of Company's policies (HR and Operations policies).
- Strong organizational skills to include task and time management, multi-tasking, prioritizing, and meeting deadlines.
- Ability to interact effectively with staff members across departments.
- Ability to work in a diverse, multi-cultural environment.

How to Apply

If you are confident that you fully meet or exceed the requirements for this position, Please send a cover letter and CV on/ before 4th June 2010 to the address or email below. Only shortlisted candidates will be contacted.

Human Resources Manager,
T-MARC Company Ltd.
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