



WASSHA Incorporation; provide the rental device and charging service using clean energy. Our mission is to provide power to the people through Kiosks, WASSHA provides a whole new experience for people in off-grid areas with affordable, accessible and safe electricity. WASSHA is starting the multiple trials of new businesses to construct the eco-system which can supply the smart experience with people through various approaches.

We are looking for New Business officer to do the research and proceed the trial for new business idea. Through this duties, this post will try to build the new business to change people's life and empower them to show their values more.

1. Job Title: HR Team Leader

Location: Tanzania, United Republic of , Dar es Salaam , Dar es Salaam

Industry:

Energy / e-commerce

Level:

Middle Level

Reporting Structure

Report To:

Corporate Manager

Supervision:

Human Resource Officers

Interact:

Employees, Management & Customers

Job Requirements

Education:

Bachelor's degree

Experience:

2 years

Ability and Skills:

Communicates and influences effectively

Culture:

Multicultural

Software:

HR Software

Knowledge:

People Management , labor laws

Personality:

Attention to details , Result oriented.

Tools:

computer

Languages:

Kiswahili , English

Main Duties**JOB PURPOSE**

To support the corporate manager in developing HR strategies, evaluation and remuneration scheme and other employee related policies. Responsible for implementation of HR strategies, effective delivery of HR services, interpretation and application of HR policies; rules and regulations; facilitation of internal procedures and process solutions to a wide spectrum of complex HR issues within the Tanzania branch. Also to implement HR initiatives to attract, develop, motivate and retain the most suitable talent in WASSHA and facilitate a successful and fair performance management system.

Responsibilities**Managerial Responsibilities:**

- Guide and coach HR Officers to be able to achieve department goals.
- Assign tasks to HR assistants and supervise day to day departmental activities.
- Evaluate and performance of the HR Officers.
- Prepare and submit HR reports to the corporate manager.

Functional Responsibilities:

- Manage, review, disseminate, ensure full compliance with HR policy guidelines and country employee handbooks in tandem with local labor laws, rules, and regulations, WASSHA policies, values, ethics, procedures, and strategies;
- Effective implementation of the internal control framework and proper functioning of the HR policy framework.
- Provide advice and information on WASSHA HR Policy adjustments changes in local labor law and regulations
- Implement the employee handbook, strategic use of contractual modalities, application of entitlements, change management processes
- Disseminate HR related information and priorities to employees.
- Ensure compliance with labor laws and other statutory requirements.
- Oversees payroll administration and monthly payments
- Supervise staff leave management.
- Analyze and monitor personal expenses and implement improvement initiatives.
- Organization of recruitment processes through the provision of input to the shortlisting process, screening of candidates, setting up, and participation in interview panels including documentation processing for offers and deployment.

- In liaison with local country insurance brokers and Wassha Office track employee Medical Insurance expiry dates and follow up on renewals
- Ensure correct management of HR (including non-personnel) files and information
- Advise staff on their leave entitlements. Track and compile leave schedules
- Supervise the functions of absence monitoring and recording;
- Timely update and maintain branch organization structure and job descriptions
- Review job grading and determine eligibility for salaries, entitlements, and benefits according to the approved grade system.
- Ensure correct application of the country benefit scheme and other official provisions with consistency.
- Orientation and induction focal person; Provides information to staff members on their employment conditions and entitlements, including on-entry briefings, facilitates orientation and files orientation reports.
- Ensure personnel files and databases are well updated and accurately maintained.
- Perform other duties as assigned.

Other Requirements

- Bachelor's Degree in human resources management
- A minimum level of experience required to perform effectively in the role:

Working Relationships

Internal customers:

- Corporate Manager
- All managers and team leaders in most HR related matters
- All staff in general HR administration

External customers:

- Job advertise agents
- Government authorities
- Lawyers

Competence

- Human Resource information system
- Benefits administration
- Knowledge of labor law
- Performance management knowledge
- Communication processes

2. Job title: Training Officer

Location: Tanzania, United Republic of , Dar es Salaam , Dar es Salaam

Industry:

Energy / e-commerce

Level:

Middle Level

Reporting Structure

Report To:

Corporate Manager

Supervision:

none

Interact:

Employees, Management & Customers

Job Requirements

Education:

Bachelor's degree

Experience:

2 years

Ability and Skills:

team work & leadership , good command in communication

Culture:

Multicultural

Software:

HR Software

Knowledge:

Focuses on customer and market Demonstrates functional excellence

Personality:

Flexible & Reliable

Tools:

computer

Languages:

Kiswahili , English

Main Duties

JOB PURPOSE

Responsible for provision of training specialist support to empower business efficiency and high performance by developing, administering, and supervising training programs for employees through assessment of training needs of a business, through job analysis, career paths, and consultation with respective managers.

Responsibilities

Managerial Responsibilities:

- Select and manage resources, including working with both internal employees and training vendors to develop and deliver training.
- Effectively manage the training budget.
- Manage the technologies and technical personnel required to develop, manage and deliver training.

Functional Responsibilities:

- Identify and assess the training needs of the organization through job analysis, career paths, and consultation with Management and Team Leaders.
- Develop training manuals that target tangible results.
- Implement effective and purposeful training methods.
- Evaluate organizational performance to ensure that training is meeting business needs and improving performance.
- Support other subsidiaries or group companies when required.
- Assess employees' skills, performance, and productivity to identify areas of improvement.
- Drive brand values and philosophy through all training and development activities.
- Create a curriculum to facilitate strategic training based on the organization's goals.
- Keep abreast of training trends, developments, and best practices.
- Evaluate employees and identify weaknesses
- Lead, teach, on-board and evaluate new employees and agents
- Build quarterly and annual training program
- Track employee success and progress
- Implement training KPIs

Other Requirements

- Bachelor's degree in Human Resources, Commerce with Education or Business related field (essential).
- A minimum of 2 years' experience and above in training and development management preferably in marketing and sales.

WORKING RELATIONSHIPS**Internal customers:**

- Operation Manager and Team leaders
- Training Officers
- All staff

External customers:

- External training vendors

COMPETENCIES

- Functional
- Leadership skills
- Analytical skills
- Curriculum and contents development skills
- Training and facilitation skills

- Strong communication skills
- Computer literacy and office suite knowledge
- Problem solving and analysis
- Customer Oriented
- Excellent team player
- Behavioral
- Stress tolerance
- Flexibility and adaptability
- Accountability and Transparency

3. Job Title: Group Internal Auditor

Location: Tanzania, United Republic of , Dar es Salaam , Dar es Salaam

Report To: Group Internal Audit and Quality Improvement Manager

Supervision:

None

Interact:

Employees, Management & Customers

Job Requirements

Education:

Bachelors degree

Experience: 2 years

Ability and Skills:

Work under pressure

Culture:

Multicultural

Software:

accounts software

Knowledge:

good knowledge of accounting principle

Personality:

Dependable & team player. , Attention to details , Result oriented.

Tools:

computer

Languages:

Kiswahili , English

Main Duties

Job Purpose

To enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. To review WASSHA Inc. and its group's internal controls and procedures and provide independent and objective advice to the management.

Responsibilities

Functional Responsibilities:

- Draft risk-based annual audit plans detailing the scope, nature, and timing for the WASSHA group, not only Tanzania but also other countries for confirmation by the internal audit manager
- Develop internal audit checklist and other audit tools
- Carry out internal audit activities as per the approved annual plans and any additional instruction by the internal audit manager.
- Collect, handle, and keep data and information during and after the audit activities appropriately.
- Identifying risks within the group and propose appropriate controls to mitigate risks
- Discuss audit findings and recommendations with departmental leaders and report significant issues to management
- Prepare audit reports and submit them to the internal audit manager within an agreed timeline.
- Assist development of internal control and quality improvement culture.
- Guide respective managers and team leaders to be able to implement agreed countermeasures from past audit findings.
- Analyse organisations processes and provide advice to the management for efficiency improvement
- Follow up on external auditor's recommendations for the review of management
- Conducting investigations as requested by management
- Any other tasks assigned by the supervisor.

Other Requirements

- Degree in business administration or any relevant field
- CIA as added advantage
- Minimum 2 years of working experience in internal audit, quality improvement, compliance, or similar function.
- Practical experience of leading organisational wide process improvement project

WORKING RELATIONSHIPS

Internal customers:

- Directors and other senior managers
- Compliance managers

External customers:

- External Auditors
- Legal service providers

COMPETENCIES

- Able to effectively apply audit methodology and techniques

- Process analysis and designing
- Knowledge and practical skill of using enterprise risk management framework
- Compliance knowledge
- Strong data and process analysis skills
- Logical thinking
- Problem solving skills
- Excellent organisational skills
- Excellent in report writing skills
- Proficient in MS Office
- Fluent in business English both oral and written
- French and Portuguese language as added advantage
- High level of integrity and transparency
- Open to learn
- Good listener
- Assertive

APPLICATION INSTRUCTIONS:

Please submit your application to: hr@tz.wassha.com

Deadline for the application: Tuesday, 10th January 2023