



## **We're Hiring**

**Keda Gf (T) Ceramics Co Ltd** wishes to recruit qualified candidates to fill the following open positions.

**Position: Recruitment Specialist**

**Working Location: Mkuranga Pwani**

**Number of Position: 2**

### **Key Activities**

- Managing employee information system
- New employee induction training and contract signing
- Track probation periods of employees
- Ensure employee transfer and tracking
- Managing employee contracts
- Creating and develop talent channel
- Attendance management
- Register overtime information's
- Follow-up monthly assessments
- Assist the hr. functions
- Managing recruitment activities
- Assist employee relations
- Team buildings and engagements

### **Academic Qualification and skills required**

- Bachelor degree in Human Resource Management or any other related fields
- Strong and proven 1 - 3 years' experience in human resource landscaping
- Strong experience on recruitment activities
- Strong Microsoft office application with data analysis skills
- Excellency communication skills
- Problem solving and decision making
- Strong ethics and liability
- Ability to learn
- Having law background and working in factory will be added as advantages

### **General Behavior:**

- Must be self-driven, energetic, creative, and possess strong leadership skills.
- Ability to project a strong, positive image of him/herself and the Company.
- Able to operate in a performance driven organization.
- Good organizational and teamwork skills
- Self-motivated, enthusiastic, energetic

**Position: Compensation, Rewards and Benefits Specialist**

**Working Location: Mkuranga Pwani**

**Number of Position: 1**

### **Key Activities**

- Develop consistency compensation culture
- Designing compensation packages basing on the organization goals
- Preparing and managing payroll, bonus and commissions
- Creating market and salary survey
- Updating Managing salary scale
- Ensure employee transfer and tracking
- Register overtime information's
- Follow-up monthly assessments
- Assist the hr. functions
- Team buildings and engagements
- Assist employee relations

### **Academic Qualification and skills required**

- Bachelor degree in Finance or Banking or any related fields
- Strong and proven 1 - 3 years' experience in compensation landscaping
- Strong experience on payroll, benefits and rewards
- Strong Microsoft office application
- Strong Data analysis skills
- Excellency communication skills
- Problem solving and decision making
- Strong ethics and liability
- Ability to learn
- Having law background and working in factory will be added as advantages

### **General Behavior:**

- Must be self-driven, energetic, creative, and possess strong leadership skills.
- Ability to project a strong, positive image of him/herself and the Company.
- Able to operate in a performance driven organization.
- Good organizational and teamwork skills
- Self-motivated, enthusiastic, energetic
- Attention to details

## **Application mode**

Qualified Candidates send an updated copy of cv to the following emails

([kedagf\\_tz\\_hr@twyfordtile.com](mailto:kedagf_tz_hr@twyfordtile.com)) and

The deadline for the application is 15<sup>th</sup> July 2023.

Only shortlisted candidates will be contacted.

