



**Job Title** **People & Culture Specialist**

Closing Date	2024/03/13
Reference Number	CCB240304-3
Job Category	People and Culture
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Fixed Term (Temporary)
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Mbeya
Job Description	Coca-Cola Kwanza Ltd has an exciting opportunity in People & Culture Department. We are looking for a talented individual with relevant skills and experience in Human Resource/People & Culture for a People & Culture Specialist position, based in Mbeya. The successful candidate will report directly to the People & Culture Manager.
Key Duties & Responsibilities	1. People Administration and Query Handling • Adheres to procurement policy and practices. • Resolves Time queries, relating to queries regarding time and attendance •

Refers queries to HRM and/or Learning & Development Manager (including TM and OD); where queries cannot be resolved. • Forwards any payroll related information promptly. • Processes/ administers loan applications and ensures appropriate application protocols are adhered to.

2. Talent Management Support • Conducts background checks for potential candidates. • Supports with the administration of the Engagement Survey process. • Supports engagement initiatives. • Assists with onboarding of new employees.

3. Learning & Development Support • Assists with administration, securing of venues and liaison with the relevant site based stakeholders in ensuring the smooth delivery of training • Support with collection and administration around study assistance and bursary applications.

4. Completed general office administration • Completes and controls day-to-day office administrative functions so that all documentation can be correctly and timeously handled, whilst providing a quality service. • Ensures at all administrative activities meet the standards of the customer and relevant company policies and procedures (100% accurate, timeous). • Treats all customers with respect and dignity at all

times. • Requests are completed timeously, correctly and are legible. • Records are kept, maintained and updated as per company procedure and access is properly controlled. • Co-ordinates various HR activities.

5. HR Reporting • Draws HR reports, analyses trends and reports on these. • Provides reports to customers as and when requested. • Reports meet the standards of the customer (on time and 100% accurate and any other specific needs of the customers in line with the requirements set by the HRM). • Helps maintain a positive service culture.

6. Employee Relations , Fosters an employee relations environment that supports the delivery of strategy, and ensures communication directly with shop floor employees.

#### Skills, Experience & Education

The applicant should have at least a Bachelor's Degree in Human Resources / Personnel Management / Public Administration or equivalent. A minimum of 2 to 3 years' experience in the full range of HR - HR services; legal; employee relations; HR systems; staffing and talent management, including recruitment and succession planning, learning and development, compensation and benefits, and organizational design. Proficiency in Ms Office applications; excellent interpersonal, good communication skills and an

ability to communicate at all levels with internal and external customers; highly professional standards of integrity and customer service.

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