



SANDVIK MINING & CONSTRUCTION TANZANIA LIMITED

JOB TITLE: HUMAN RESOURCES OFFICER – MWANZA TANZANIA

At Sandvik Mining & Construction Tanzania Limited (“SMCT”), we’re passionate about development and advanced technology, and we always aim to offer the best possible experience for our customers in a sustainable way. It’s a mission that takes commitment, but as an industry leader we aim for nothing but excellence in everything we do.

We’re looking for a dynamic person, passionate about customer engagement and providing a world class experience to join our growing team in Mwanza Tanzania as Human Resources Officer. The person will implement and maintain the Human Resources policies, process and systems, including supports the management & employees to foster a high motivated culture within the country.

The role will report to the Human Resources Manager and will be based in Mwanza, Tanzania.

Purpose of the role:

To implement and maintain Human Resources policies, processes and systems that drives the achievement of business objectives. Supports the Human Resources Manager to achieve a motivated and business focused culture that promotes employee engagement and production performance.

The job responsibilities:

- Administer the resourcing procedure ensuring that the Company has optimal and timely human resources.
- Facilitate all individual and Company specific learning and development requirements, ensuring that all minimum technical standards are met and a learning culture supported.
- Supports line management in the administration of the performance management process so that the process is completed and meets the standards & procedures.
- Assist to advise, guide and support line management and employees on all employee relations matters fostering a healthy organizational climate.
- Administer the completion and ongoing maintenance of the total Human Resources administration function on site as per the company standard.

- Assist to monitor contractor adherence to the Company's minimum standards in respect to people management.
- Complete standard monthly, quarterly and annually required Human Resources reports.
- Administer the Industrial Relations procedure by assist to advise, guide and support line management and employees on all employee relations matters fostering a healthy organizational climate.
- Implement the roll out and ongoing monitoring of the Company's Employee Relations initiatives that includes;
 - To promote employee engagements and motivation;
 - Coordinate union membership, relations and communication;
 - Administer the disciplinary processes and systems;
 - Administer the exit processes and all other forms of employee separations;
 - Administer the Company's functions and Sad (funeral) events.
- Contribute to the development and implementation of human resource best practice.
- Adhere to all Company policies, procedures and protocols including those in relation to Safety, Health Environment, Quality Management & Sustainability / Community relations.
- On an ongoing basis, seek out and implement opportunities for continuous improvement within the Human Resources domain.

Your Profile & Qualifications

- Bachelor of Business Administration / Human Resources from recognized education institution.
- At least 1 year relevant experience in Human Resources and Administration function
- Knowledge of Labour Law and Union Relations
- Computer literate, competence across the Microsoft suite.
- Knowledge of all relevant legislative frame works.
- Knowledge of relevant Human Resources management information systems, e.g. payroll, HR reporting
- Holder of valid Tanzanian Driver's license (added advantage),
- Communication skills, both written and oral, with a track record of report writing

What is in it for you?

We offer you an interesting role in an international business environment, extraordinary products, great colleagues and opportunities for your professional development. At Sandvik, we believe that diversity of experience, perspective and background will lead to a better environment for our employees, our business and, thereby, our customers. Visit our [stories hub](#), [LinkedIn](#) or [Facebook](#) to get to know us better.

Application

Send your application as soon as possible as we will be evaluating candidates continuously, and no later than 5th August 2024. Read more about Sandvik Group and apply at home.sandvik/career,

About us:

Sandvik Rock Processing Solutions is a business area within the Sandvik Group and a leading supplier of equipment, tools, parts, service and solutions for processing rock and minerals in the mining and construction industries. Application areas include crushing and screening, breaking and demolition.

Apply before: August 4, 2024

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