



1. JOB TITLE: Records Officer

On-site DCP - Operations Full time RO-TZ-09/2024

Mtwara, Mtwara Region, Tanzania, United Republic of

Description

Job Summary:

Ensure the highest standards of security, confidentiality, and integrity are upheld for all physical and electronic records. This responsibility entails not only the protection of sensitive information from unauthorized access and breaches but also strict adherence to all relevant statutory requirements and regulations. It is imperative to implement effective measures and protocols that safeguard data, thereby maintaining the trust of stakeholders and compliance with legal obligations.

Tasks & Responsibilities:

- Regularly review the status of files to initiate archiving and/or disposal action in a timely manner and provide regular and ad hoc reports regarding file storage, disposal and archiving issues.
- Arrange the authorization and disposal of records identified for destruction under the functional and general retention and disposal authorities and assist with the maintenance of the Records Management System, associated procedures, and system documentation to enable efficient tracking of files and retrieval of information.
- Coordinate and manage records and databases, complying with administrative systems, processes and policies, to ensure that all information is accurate, stored correctly and accessible while supporting all staff with their recordkeeping responsibilities.

- Develop, implement and monitor recordkeeping systems, procedures and methods, adapting processes and techniques as required, to facilitate efficient team/unit operations in line with standards, policies and procedures.
- Perform any other duties as may assigned by Senior/Head of Department

Requirements

- Bachelor's degree or its equivalent in relevant discipline.
- Minimum of three (3) years of work experience.
- The ability to always maintain confidentiality.
- Record searching and retrieval.
- Good time-management skills
- Great interpersonal and communication skills
- Proven experience in the use of Microsoft Office products.
- Demonstrate ability to work cohesively, efficiently and effectively in a team environment with consideration to corporate values and honesty, integrity and accountability

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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2. JOB TITLE: Senior Officer, HAM & Admin

On-siteDCP - Operations Full time SOHA-TZ-09/2024

Mtwara, Mtwara Region, Tanzania, United Republic of

Description

Assist in the diligent implementation of the approved Hospital Administration Management (HAM) and administrative policies and programs, which are designed to enhance the overall effectiveness of administration and material management within the Plant and the broader organization.

This role is crucial in ensuring that all operational processes adhere to established guidelines, thereby facilitating a streamlined approach to resource allocation and management that supports the organization's objectives.

Tasks & Responsibilities:

- Plan, coordinate, and oversee all administrative processes and systems.
- Contribute to establishing a first-class maintenance and management culture for all office and company residential properties within the Plant's portfolio.
- Conduct regular inspections of the plant's facilities, ensuring that maintenance contractors comply with established Service Level Agreements (SLAs).
- Assist in executing DCP's fleet management policies and operations to address current, emerging, and future needs of the Plant.
- Supervise the Plant's Fleet (official and pool vehicles) to maximize usage and operational efficiency, thereby reducing vehicle downtime.
- Manage contracts and service providers for services such as staff transportation, housing, cleaning, and maintenance.
- Oversee the inventory of office supplies and the procurement of new materials, keeping budgetary constraints in mind, including stationery, furniture, and cleaning supplies.
- Perform routine facility maintenance and execute repairs as required.
- Administer budgets for the company's administrative functions.
- Coordinate and manage office events, meetings, and official visits.
- Report administrative issues to the Head of HAM/Admin for prompt resolution.
- Assist in preparing and overseeing the department's budget and approved expenditures as outlined in the manual of authority.
- Gather inputs from Unit Heads on HAM & Admin activities to create periodic management reports for review by the Head of HAM/Admin.
- Organize transportation for expatriates from the airport to their residences.
- Carry out any additional duties as assigned by the Head of HAM/Admin as needed.

Requirements

- Bachelor's degree or its equivalent in relevant discipline.
- Minimum of five (5) years of work experience.
- Proven experience as Admin or similar role.
- Able to effectively interact with different types of people
- Very good presentation, communication and interpersonal skills.
- Excellent planning and organizing skills
- Critical thinker, Team player and problem-solving skills
- Good time-management skills
- Knowledge of office management procedures and systems.
- Proficient in Microsoft office suite.
- Ability to prioritize and manage multiple tasks simultaneously.

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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3. JOB TITLE: Payroll Officer

On-site DCP – HR Full time HRPO-TZ-08/2023

Mtwara, Mtwara Region, Tanzania, United Republic of

Description

Job Summary

- Participate in/ provide support for the implementation of DCP Tanzania's compensation strategy.
- Administer payroll and statutory (or other related) remittances for employees in DCP Tanzania.

Key Duties and Responsibilities

- Work collaboratively with the Senior, Compensation & Benefits to define, formulate and implement competitive reward/compensation strategies, policies, and programs.
- Ensure effective implementation and administration of the Company's compensation policies.
- Provide inputs/recommendations for the update of DCP Tanzania's compensation policies and processes in order to reflect current realities.
- Ensure that administration of compensation for the organization is in compliance with prevailing tax laws and regulations.
- Ensure the accuracy and integrity of staff compensation details on the payroll system.
- Ensure accurate and timely processing of staff salaries and benefits.
- Follow up with manpower providers to ensure prompt processing of contract staff salaries.
- Prepare and ensure timely processing and remittance of all payrolls related deductions e.g., PAYE, pension contributions, etc.
- Review/validate payroll-related invoices/schedules against relevant monthly payroll instructions.
- Prepare payroll impacting communication to all national employees (pay slips, salary reviews, etc.).
- Maintain and update the compensation database and provide ad hoc reports on compensation and benefits data, staff costs, etc.
- Provide ad-hoc reports on headcount reconciliation and compensation benefits data.
- Interpret performance appraisals scores and calculate the corresponding remuneration level.
- Assist with implementing relevant reward structures based on performance results.

- Conduct compensation surveys as required and compute corresponding remuneration.
- Provide support in terms of queries resolution on compensation related issues.
- Employees' records keeping.
- Perform other duties as assigned by the Senior or Head of Department.

Requirements

- Bachelor's degree or its equivalent in HR or a Social Sciences related discipline.
- Professional qualification in HR Management e.g., Chartered Institute of Personnel Management (CIPM) will be an added advantage.
- At least 2 years' experience in compensation and/ or payroll administration.
- Basic understanding of trends, challenges, opportunities, regulations, and legislations relating to the cement manufacturing industry.
- Good knowledge and understanding of remuneration methodologies, tax policies.
- Good knowledge and understanding of employee reward and incentive schemes, packages etc.
- Good data/numerical and analytical skills.
- Attention to detail.
- Good communication and interpersonal skills.
- Good problem-solving skills.
- Working knowledge of Microsoft Office applications especially MS Excel

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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