



## **JOB TITLE: Graduate Trainee - HR Assistant**

Country: Tanzania

City: DAR ES SALAAM

Workplace location: DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Employer company: Total Energies Marketing Tanzania Limited

Domain: Human Resources

Type of contract: Regular position

Experience: Less than 3 years

### **Context & Environment**

- Difficult environment where expectations of staff are difficult to meet due to the ever changing economic environment.
  - Position involves working with external departments (e.g. immigration for expatriate staff).
  - Always tough deadlines to meet.
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### **Activities**

- Assisting the day-to-day operations of the HR functions and duties.
- Providing administrative support to the HR department.
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.

- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by organizing the necessary inputs.
- Providing confidential ad hoc support to employees
- Assisting with preparations for disciplinary and grievance hearings
- Administration, co-ordination and support of recruitment
- Conduct initial orientation to newly hired employees
- Coordinating and administering training and development programs and liaising with external training bodies as required.
- Administering graduate trainee program, internship.
- Coordinating with service providers and external bodies such as TRA, WCF, PSSSF, NSSF, IMMIGRATION and so forth as required.
- Providing administrative support as required, including in respect of medical supplies, office supplies, and so forth.

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## **Candidate Profile**

- Bachelor's Degree in Human Resource Management
- Strong communications skills
- Excellent organizational skills
- Basic knowledge of labor laws
- Computer skills (MS Office, in particular)
- Good Interpersonal and listening skills
- Good analytical skills.

**APPLY HERE**