

EMPLOYMENT OPPORTUNITY



POSITION: Human Resource Manager (1)

LOCATION: Dar es Salaam

POSITION SUMMARY:

Manager, Human Resource ensures the streamlined operation of the Human Resource department in alignment with the business objectives of the organization. The Manager is responsible for planning, coordinating, directing and designing Human Resource related activities of the SBC, as well as providing administrative direction and support for daily operational activities of the Human Resource department.

MAIN RESPONSIBILITIES:

- Reports to the General Manager.
- Develop and administer the annual budget and ensure all spending is within the approved budget.
- Set priorities, assign work to personnel, and set schedules for completion of work.
- Liaise with third party service providers in line with SBC policy and monitor progress and quality of work.
- Ensure compliance with corporate policies and SOPs on Human Resources maintenance at plant level.
- Implements Human Resource policies and programs in organization development, performance management, employee development, training, equality in pay and employment, compensation, benefits and incentives, counseling, termination and maintains a variety of human resource documentation and records.
- Participates in corporate strategic planning by identifying Human Resource constraints and opportunities that have a significant impact on the short and long-term direction of the organization and proposing courses of action.
- Recommends appropriate accountability and authority limits for subordinate staff, monitors their performance in execution of business plans and takes corrective action where warranted.
- Identifies legal requirements and government reporting regulations affecting human resource functions and ensures policies, procedures and reporting are in compliance. Studies legislation, arbitration decisions and collective bargaining contracts to assess industry trends.
- Advises management in appropriate resolution of employee relations issues.

ENRTY REQUIREMENTS:

Bachelor of human resources management / a related field and at least 8 years working experience in similar responsibilities. Master's degree will be an added advantage.

COMPETENCIES/SKILLS:

- Proven Strong leadership skills.
- Knowledge of Labor Laws and Trade union Management including CBA Negotiations.
- Excellent understanding of the organization's goals and objectives.
- Strong understanding of human resource management principles, practices and procedures.
- Strong understanding of project management principles.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.

MODE OF APPLICATION:

Interested and qualified applicants must send their applications through: sbc-recruitment@sbc.co.tz (Please indicate job title in the subject) before 19th January 2025. Only short-listed candidates will be contacted.

SBC Tanzania Limited is an equal opportunity employer and this position is open to all.