



## **1. JOB TITLE: Human Resources Officer - 1 Position**

### **Job Purpose**

The successful candidate will support the development and implementation of HR initiatives, provides counselling on policies and procedures, be actively involved in recruitment process while creating and implementing effective on boarding and off boarding plans. They will assist in performance management processes and support the management in disciplinary and grievance issues.

### **Specific Duties and Responsibilities**

- Work with employees and FLMs to ensure adherence to the minimum standards across the employee life cycle.
- Ensure accurate data to assist with talent analysis, succession development and retention within own business unit.
- Provide recruitment and on boarding support for people appointments within own business unit.
- Adhere to functional excellence and minimum standards.
- Ensure compliance to statutory, regulatory or policy requirements.
- Provide first level HR query resolution relating to payroll, benefits, organization structures, time and attendance and policies and escalates to HR Business Partners where required.
- Provide day to day performance management guidance to line management.
- Support L&D to identify training needs for business units and individual coaching needs and follow up to ensure training objectives are met.
- Provide advice and guidance on employee misconduct/poor performance, etc, ensuring that these are well managed and meet the requirements of best practice and in accordance with relevant employment legislation.
- Promote and adhere to Kilombero SHERQ procedure, policy and guidelines.

### **Job Qualification and Experience**

- Bachelor's degree in human resources management or business Administration or equivalent
- Minimum 2 years of work experience in Human Resources or Administration roles
- Experience in Payroll and Benefits will be an added advantage.
- Knowledge of HR Systems and Ms Office

**Terms of Service:** The successful candidate will be engaged on a Permanent Contract.

All interested candidates, who meet the above requirements should apply for the position on or before **11th July 2025**.

**Kilombero Sugar Company Limited is an equal opportunity employer. Women and people with disability are highly encouraged to apply**

## **APPLY HERE**

### **2. JOB TITLE: Procure To Pay Reconciliation Administrator - 1 Position**

#### **Job Purpose**

The successful candidate will be responsible for processing of suppliers accounts payable reconciliations.

#### **Specific Duties and Responsibilities**

- Ensuring all suppliers submit monthly statement for reconciliation
- Perform accounts payable reconciliation for both KSC and IDTL
- Daily investigation of unreconciled item
- Reply to suppliers' payment queries
- Receive and register all incoming invoices
- Prepares and consolidate weekly and monthly accounts payable reports.
- Promote and adhere to internal control procedures
- Promote and adhere to Illovo SHERQ procedure, policy and guidelines

#### **Job Qualification and Experience**

- Bachelor or Advance Diploma in Accounting, Finance or equivalent
- Not less than 1 year working experience in Finance environment
- Strong, conceptual and problem-solving skills
- Detailed process and analytical ability
- Proficient in MS Excel
- Compliance, Governance and Ethics
- Customer Service orientated
- Operational and Process excellence
- Ability to work in pressured and deadline-driven operating environment

**Terms of Service:** The successful candidate will be engaged on a Permanent Contract.

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