



Job Description

Procedure applicable : OHSAS 45001-2018, ISO 9001 & 14001 - 2015

Title: HR Officer

Reporting to: Group Human Resource Manager

Direct Reports : Admin (Intern), Support Staff

Location : Dar es Salaam with minimum Travels to Site of Operations

Job Purpose

The Human Resources officer plays an administrative and supportive role in the department by ensuring that company goals and objectives are achieved in relation to the departments role.

Roles and Responsibilities

Administration

- First Approver for all administration issues
- Supervising all the support staff (guards & cleaners) and provide guidance on day to day office operations.
- Building and maintaining a live employee directory with all key information (contacts, photos, referees, birthdays)
- Managing the drivers dashboard including (passport, licenses, referees and benched drivers, performance records, training)
- Ensure effective use of office resources
- Monitor Employee Attendance and send reports on daily basis
- Drafting letters and other communications to different stakeholders of the business
- In Liaison with the GHRM, Offer HR Advise to Mid-Level Managers
- Managing Employee Files (Both live and dead files)

Recruitment, Selection & On boarding



- Prepare and guide heads of departments on the usage of employees requisition forms for required vacant positions
- Assist heads of departments in the preparation of Job descriptions
- Prepare job adverts for circulation through right channels including communication with Recruitment agencies
- Coordinate and facilitate interviews for respective hiring departments
- Reviewing the On boarding Package(s) and Spearhead the Induction Process of a new employee

Training and Development

- Conduct training need assesments in collaboration with line managers and GHRM
- Coordinate and facilitate training for staff in collaboration with respective department heads and trainers
- Analyze training evaluation forms and prepare reports
- Monitor progress and work with department heads to achieve intended training objectives

Performance Management

- Ensure Availability of Signed Job Descriptions,
- Scheduling, Attending and recording performance appraisals
- Follow up on implementation of systems and other performance related initiatives from the group level. (e.g. performance contracts)

Contract Management

- Ensure that all staff and suppliers have up to date contracts
- Recommend improvements on staff and suppliers contracts for updates related to changes or updates in company policies or Government mandates

Payroll

- Accurate and timely payroll updates for employee payment
- Monitor and administrate the staff benefits i.e. medical insurance and allowances especially during changes i.e termination, promotion, suspension, transfers, travels e.t.c

Reward and Recognition

- Timely administration of the R&R Programs after approval (Sales Incentives, Bonuses, Employee of the Month)



Welfare Management

- Administration of the Leave Plans, Rotation Schemes, Health and Safety Programs, Permits, Housing, Uniforms, lunch.

Employee Relations

- First point of contact for employees.
- Resolve employee issues and escalate complex issues to GHRM on time
- Preparation of disciplinary letters
- Coordinate and records all disciplinary hearings
- Ensure employment policies and practices comply with relevant employment regulations
- provide guidance and counsel to employees on employee relations issues and workplace practices
- receive, evaluate and respond appropriately to employee concerns
- conduct investigations of complaints and recommend corrective actions
- Ensure lawful terminations and handle the exit process seamlessly

Compliance

- Daily management of company policies and propose revisions
- The custodian of HR SOPs within Operations and Branches
- Monitoring Branch Compliance through Office Admin
- Raise the non-compliance issues with management through GHRM and ensure they are dealt with timely.

Education and Skills Requirements

- Bachelor Degree in Human Resources Management/Law with minimum of 2 years' experience in Employee Relations or HR Administration
- Driver Management Skills
- Problem Solving Skills (discretion, integrity and confidentiality)
- Time Management Skills
- Good computing skills especially Microsoft office packages
- Excellent Communication Skills
- A good understanding of the Tanzania Labor laws



- 2-3 Years' experience in Logistics Industry.
- Experience with HRIS

Personal Attributes

- Business acumen
- Detail oriented and highly observant
- Versatile and flexible
- Team work and collaboration
- Strong negotiation skills

Acknowledgment

- I hereby declare understanding, acceptance and adherence of the contents stated herein by signing below;

FOR BRAVO LOGISTICS LIMITED :	FOR THE EMPLOYEE:
Full name:	Full name:
Title:	Title:
Signature:	Signature:
Date:	Date: