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## Human Resource Officer

Looking for a Human Resource Officer to work in Ship Building Project in Mwanza, Tanzania for the Contract of One Year.

### Qualification and Experience:

1. Bachelor Degree in Human Resource Management
2. Minimum of 3 years' experience in HR and Administration;
3. Training in employment law, compensation, employee relations & labor relations;
4. Experience in working with ship building or similar organizations
5. Evidence of the practice of a high level of confidentiality; integrity and maturity with integrity.

### Skills and Knowledge

1. Possess business acumen
2. HR expertise (Knowledge in multiple HR disciplines)
3. Change management skills.
4. Relationship Management
5. Ability to work independently
6. Excellent communication skills in both English and Swahili
7. Computer skills; proficient in outlook, word, excel and power point
8. Leadership and people management skills (Coaching, mentorship)

### Job Description:

1. Maintain an effective level of business literacy about the zone's financial position, midterm plans, its culture and competition
2. Partner with business to develop workforce planning and strategies
3. Guiding business leaders in interpretation and execution of people agenda
4. Identification and Monitoring of talents and management of succession planning
5. Provides day-to-day performance guidance to Line Management (e.g. coaching, counselling, career development, disciplinary actions, etc.)
6. Monitor quality and compliance on Project Management process as well as ensuring performance culture is instilled among employees.
7. Support client Managers in identifying Training needs for respective business units and ensure implementation of training framework.
8. Initiating and proactively advising HR policy changes basing on business needs
9. Be a change lead, through advising and challenging stakeholders with respect to organizational changes and ensure they have the right methodologies and tools
10. Ensure HR processes within the operating model function effectively as well as making sure HR services are up to date and aligned with the wishes of the business.
11. Provide HR Policy guidance, interpretation and monitor its compliance
12. Handle staff grievances and initiate disciplinary procedures where necessary.



**Dar Es Saalam  
Merchant  
Group**

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If you believe you have the necessary skill-set to conjure this position, kindly send your CV to [hr@dmg.co.tz](mailto:hr@dmg.co.tz) before Thursday, 13<sup>th</sup> of February 2020. Interview will be held on Saturday, 15<sup>th</sup> February, 2020 at TPA-South Port, Mwanza from 10:00 AM.