



VACANCY ANNOUNCEMENT

JOB TITLE: HUMAN RESOURCES MANAGER

JOB LOCATION: DAR ES SALAAM

JOB SUMMARY

We are looking for an HR manager to oversee all aspects of human resources practices and processes in our organization. To us, an HR manager is the go-to person for all employee-related issues. Your duties will involve managing activities done by a team of HR officers in school on areas like job design, recruitment, employee relations, performance management, training & development and talent management. The job of an HR manager is important to business success. People are our most important asset and you'll be the one to ensure we have a happy and productive workplace where everyone works to realize our established mission and objectives. Promoting corporate values and shaping a positive culture is a vital aspect of a complete HR manager job description and specification.

Responsibilities

- Develop and implement HR strategies and initiatives aligned with the overall foundation strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the foundation
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance.
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

Requirements

- Proven working experience as HR manager in schools preferably English medium schools in Tanzania for three years
- People oriented and results driven
- Demonstrable experience with human resources metrics
- Knowledge of HR systems
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills

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- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices
- Degree in Human Resources or related field
- 7 to 10 years' of experience as an hr manager.

All applications should be sent to hrc@fezaschools.org

Deadline for application is 10th May 2024, only qualified candidates will be contacted.

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