

JOB ADVERTISEMENT

The Company

ISOAF Tz Limited is a Tanzanian-incorporated company with its head office in Dar es salaam and its plant in Nzega District. The company is soon expecting to commence its operations as a Thermal Insulation System Contractor for East African Crude Oil Pipeline (EACOP) Project.

Position Department Base Location Reporting to

HR & Administrative Officer (Fixed-Term Contract)
Human Resources
Dar es Salaam & Tabora, Tanzania
HR Manager - Tanzania

Position Objective

Experienced HR & Admin Officer shall ensure he/she assists in **HR recruitment, Employees Travel & Accommodation arrangements, HR records management, Staff Training, Performance Management and Payroll Processing**

Key Responsibilities

- Assist in the recruitment process ie. Vacancy identification, recruitment requisition, advertising, shortlisting, interview, selection and Induction;
- Administering staff travel & accommodation arrangements ie Bookings and scheduling;
- Assisting in Visa, work and resident permit applications for expatriate staff/clients;
- Ensuring proper HR filing & records keeping;
- Assist in monitoring staff attendance;
- Assist in staff training management;
- Assist in Payroll processing;
- Assist in monitoring staff discipline;
- Assist in Policy development;
- Assist in HR reporting;
- And any other reasonable duties that may be assigned from time to time.

Key Working Relationships

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| <p>Internal</p> <ul style="list-style-type: none"> • Finance • Operations | <p>External</p> <ul style="list-style-type: none"> • EACOP • Government Authorities |
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Qualifications/ Experience/ Technical Skills / Knowledge

- Degree In HR or Relevant field
- At least Two Years Working Experience in HR
- Construction Project Experience is an added advantage
- Good Knowledge of excel
- Strong organization and analytical skills.
- Ability to handle and manage multiple tasks
- Fluent in English and Swahili
- Exceptional attention to detail.
- Outstanding problem-solving skills.

Job Advertising Date

11.02.2022

Job Reference No

ISOAF/0002/HR/22

Deadline

25.02.2022

Apply to: hr-tanzania@isoaf.com

NOTE:

Please note that should you not be contacted within 2 weeks after the deadline – Consider your application unsuccessful.