

BESIX BALLAST NEDAM (BBN) LIMITED JOB ADVERTISEMENT – HR MANAGER ASSISTANT

BESIX Ballast Nedam (BBN) Limited, the CONTRACTOR for the Engineering, procurement and Construction of the Jetty and Load Out Facilities in the Tanga Bay for the East African Crude Oil Pipeline (EACOP) Project, invites application for **HR Manager Assistant**.

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Port
Position Title	HR Manager Assistant
Reports To:	BBN HR Manager
Employment Duration	November 2022 to August 2024
Job Type	Full Time

Purpose and scope of assignment.

The HR Assistant duties involve a wide range of support activities inside our HR department, from coordinating meetings to maintaining our employee database to posting job ads. An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. You'll also assist in creating policies, processes and documents.

To ensure success, HR assistants should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits

Job responsibilities

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources Manager
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Performing payroll/benefit-related reconciliations
- Performing payroll and benefits audits and recommending any correction action
- Completing termination paperwork and assisting with exist interviews
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Overseeing the completion of compensation and benefit documentation
- Ensuring background and reference checks are completed
- Preparing new employee files
- Conduct initial orientation to newly hired employees
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)

Job Qualification, Experience and Skills

Applicants should demonstrate the following:

- Tanzanian citizen holding an associate's or bachelor's degree in human resources.
- Excellent knowledge of both written and spoken English & Swahili is required
- 5 years Human Resource experience preferred.
- At least 3 years of construction related experience preferred.
- Exposure to labor law and employment equity regulations.
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- Able to maintain a high level of confidentiality
- Proven computer skills, including MS Excel, MS Word, MS PowerPoint, MS teams and experience in using data management software preferred
- Preferably have knowledge of Human resources information software (HRIS).
- Knowledge of SAP software is preferred
- Work experience in international projects with multicultural teams is a plus.

Apply to:

All applications should be sent by email to jobs@bbnjv.com (Max. Email & attachment size: 20 MBs) on or before 20 October 2022, 6PM Tanzanian Time.

NOTICE; NO HIRING AT THE GATE!!!

PLEASE NOTE, if you are not contacted within 2 weeks after this publication, consider your application unsuccessful.