

HR Manager

TEF Consult

About the Role

Tanzania Empowerment Forum (TEF) Consult , we are seeking a highly experienced and strategic Human Resource Manager to lead our HR department and support our growing client portfolio across Tanzania.

This role plays a central part in managing and executing all aspects of human resource management , including recruitment, performance appraisal, compensation and benefits, employee relations, compliance, policy development, and organizational strategy.

The ideal candidate will ensure that TEF's HR practices align with labor laws, company policies, and our mission:

“To be the most trusted firm in provision of informed—professional solutions to boost production and improve performance of our clients.”

Key Responsibilities

HR Policy & Strategy

- Develop and administer HR plans and procedures that relate to personnel management.
- Plan, organize, and control HR department activities and actions.
- Contribute to the development of HR department goals, objectives, and systems .

Recruitment & Retention

- Online recruitment
- Lead recruitment, selection, and retention programs across multiple departments and client projects.
- Ensure alignment between talent acquisition and business needs.
- Manage end-to-end hiring process — from job posting to onboarding.

Employee Relations & Compliance

- Manage employee grievances, disciplinary processes, and workplace conflicts .
- Ensure full compliance with Tanzanian labor laws and employment regulations .
- Maintain proper governance and legal frameworks within HR operations.

Performance Management

- Design and implement performance appraisal systems that reflect company values and client expectations.

- Monitor and evaluate team KPIs to ensure continuous improvement and productivity.
- Provide guidance to managers on handling performance issues.

Compensation & Benefits

- Administer payroll, statutory remittances, and employee benefits.
- Review and update compensation structures to remain competitive.
- Ensure timely and accurate salary processing and tax filings.

Training & Development

- Create and deliver training initiatives to enhance employee skills and knowledge.
- Support internal career growth through professional development plans.
- Collaborate with external trainers and internal stakeholders to provide targeted learning opportunities.

Record Keeping & Reporting

- Maintain accurate HR records and ensure data integrity.
- Prepare regular reports on HR metrics including turnover, recruitment costs, and employee satisfaction.
- Track compliance and governance-related HR activities.

Qualifications & Requirements

Education:

- Bachelor's degree in Human Resources, Business Administration , or related field
- A Bachelor of Laws (LLB) or Master's Degree is an added advantage

Experience:

- Minimum 5+ years of experience in progressively responsible HR roles
- At least 3+ years in Labor and Employee Relations
- 3+ years of supervisory or managerial experience

Skills & Competencies:

- Excellent verbal and written communication skills
- Strong interpersonal, negotiation, and conflict resolution abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong analytical and problem-solving mindset
- Ability to prioritize tasks and delegate effectively
- Demonstrated integrity, professionalism, and confidentiality
- Thorough understanding of HR best practices and Tanzanian labor laws

Key Deliverables/ Outputs

- Meet and exceed agreed Annual Operating Plan (AOP) targets
- Develop and implement a robust HR department strategy
- Establish and maintain effective governance processes
- Improve and sustain key HR KPIs such as employee engagement, retention, and performance
- Ensure compliance with all Tanzanian labor laws and internal policies

How to Apply

Qualified candidates should submit their applications by 09 June 2025 to:

[CLICK HERE TO APPLY](#)