



**WE ARE**

**HIRING**

# Head of Human Resources

**REPORTING TO:**

Chief Executive Officer

**DEPARTMENT:**

HR (Corporate Office)

**HOURS OF WORK**

**8am - 5pm** Monday to Friday.  
Additional hours as required by workload



Call **0800 780 111** or visit [www.eximbank.co.tz](http://www.eximbank.co.tz)



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- Coordinating performance management processes
- Rewarding and motivating staff base
- Coach, mentor, train supervisors and general staff on application of labor laws
- Provide leadership, support and give directives and guidance to HR team
- Recruit, train, supervise and evaluate department staff.

#### Other Duties

- Attendance and representation of the Bank at all HR related requisite senior level functions
- Provision and leadership, guidance and counseling across all business cadres

#### Limits of Authority

- Implementing Board approved HR related policies, procedures, and programs
- Working within the provision of the Tanzania Labor Act and regulations for managing staff.

#### 4. INDEPENDENT DECISIONS:

- Approval of HR costs which are within the approved budget

#### 5. INTERACTION WITH OTHERS:

**Internal:** Regular interaction with management, department heads and general staff

**External:** Interaction with Commission for Mediation and Arbitration (CMA), Association of Tanzania Employers (ATE), Tanzania HR forum, Recruitment agents, Health Insurance agencies.

#### 6. SKILLS:

- Graduate in Human Resources, Public Administration, or related field
- Relevant experience of at least 10 years in HR Managerial field preferably in the banking sector
- Computer Literacy
- Supervision skills



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## 7. QUALITIES:

- Leadership skills
- Interpersonal skills
- Supervisory skills
- Good time management skills
- Can work with minimal supervision
- Can meet deadlines

## 8. OTHER:

- Work in accordance with Bank's procedure and Tanzania labor laws, rules and regulations
- Execute his duties with due diligence and meet deadlines
- Eliminate waste by introducing more efficient ways of performing HR duties in the Bank.

Please send your application to:

[hrrecruit@eximbank.co.tz](mailto:hrrecruit@eximbank.co.tz)

NB: Only shortlisted candidates will be contacted

Application deadline: **12<sup>th</sup> January 2024**



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