



We're Hiring

Keda (T) Ceramics Co Ltd wishes to recruit qualified candidates to fill the following open positions.

- 1. Position: Human Resource Manager**
Working Location: Mkuranga Glass Factory.

Job summary;

We are currently seeking a dynamic and experienced Human Resource Manager to join our team at the Glass Factory. As the Human Resource Manager, you will play a pivotal role in shaping our workforce, managing employee relations, and promoting our company's culture of excellence.

Key Activities

- Develop and implement HR strategies, policies, and programs that align with the company's objectives and values.
- Oversee all aspects of employee relations and, including conflict resolution, performance management, and disciplinary actions.
- Implement outreach initiatives to engage with the community and enhance our corporate social responsibility efforts.
- Collaborate with department heads to identify staffing needs and develop recruitment and retention strategies.
- Conduct training and development programs to support employee growth and enhance skill sets.
- Ensure compliance with labor laws, regulations, and company policies

Academic Qualification and skills required

- Bachelor's degree in Human Resources, Business Administration, or related field; HR certification preferred.
- Minimum of 5 years of experience as an HR Manager in a large manufacturing industry.
- Proven ability to effectively manage employee relations and navigate complex HR issues.
- Strong interpersonal and communication skills, with the ability to build rapport and foster positive relationships.

- Demonstrated commitment to corporate culture and values, with a passion for promoting employee engagement and organizational success.
- Excellent problem-solving and decision-making abilities, with a proactive and solution-oriented mindset.
- Knowledge of labor laws, regulations, and compliance requirements.
- Familiarity with Microsoft Excel, HRIS systems and software.

General Behavior:

- Must be self-driven, energetic, creative, and possess strong leadership skills.
- Ability to project a strong, positive image of him/herself and the Company.
- Able to operate in a performance driven organization.
- Good organizational and teamwork skills
- Self-motivated, enthusiastic, energetic.

Application mode

Qualified Candidates send an updated copy of CV to the following emails

[*\(kedagf_tz_hr@twyfordtile.com\)*](mailto:kedagf_tz_hr@twyfordtile.com)

The deadline for the application is **24th March 2024**.

Only shortlisted candidates will be contacted.

2. Position: Finance Manager

Working Location: Chalinze Tiles Factory.

Job summary;

We are currently seeking a dedicated and skilled Finance Manager to join our team at Tiles Factory. As the Finance Manager, you will play a crucial role in overseeing financial operations, managing tax relations, and ensuring compliance within our manufacturing environment.

Key Activities

- Manage all aspects of financial operations, including budgeting, forecasting, and financial reporting.

- Oversee tax compliance and reporting requirements, ensuring adherence to local regulations and laws.
- Develop and implement financial policies and procedures to ensure effective financial management and control.
- Provide strategic financial guidance to senior management, supporting decision-making processes and driving business growth initiatives.
- Collaborate with internal stakeholders to optimize financial performance and streamline processes..

Academic Qualification and skills required

- Bachelor's degree in Finance, Accounting, or related field; MBA or CPA preferred from a recognized university.
- Minimum of five years of experience in finance roles within the manufacturing industry.
- Proven track record of handling tax relations and compliance matters.
- Previous experience working in a Big 4 accounting firm is highly preferred.
- Strong analytical and problem-solving skills, with meticulous attention to detail.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments.
- Proficiency in financial management software and Microsoft Excel.

General Behavior:

- Must be self-driven, energetic, creative, and possess strong leadership skills.
- Ability to project a strong, positive image of him/herself and the Company.
- Able to operate in a performance driven organization.
- Good organizational and teamwork skills
- Self-motivated, enthusiastic, energetic.
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Application mode

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kedagf_tz_hr@twyfordtile.com

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