



## **Human Resources Generalist**

Dar es Salaam, Tanzania ·

### **About us**

Airtel Tanzania PLC is one of the leading providers of telecommunications and mobile money services with operations across Tanzania. Headquartered in Dar es Salaam, Airtel Tanzania ranks amongst the top 3 mobile services providers in Tanzania in terms of subscribers. Airtel Tanzania offers an integrated suite of telecommunications solutions to its subscribers, including mobile voice, data services as well as mobile money services both nationally and internationally. Airtel Tanzania aims to continue providing a simple and intuitive customer experience through streamlined customer journeys.

Airtel Tanzania PLC was launched in October 2001 and is Tanzania's most innovative mobile phone operator, which has introduced many "firsts" in the telecommunications sector.

### **Role Purpose**

Airtel Tanzania PLC wishes to recruit for a **Human Resources Generalist**. The role reports to the Human Resources Director. They will be responsible for:

- To provide HR professional support to Airtel Money Tanzania Limited in alignment with business strategy.
- Managing key HR Operations for expat employees such as their contracts, visa/work permit processing and HR System updating for offroll employees to ensure HR Operations efficiency.
- To design, develop and run value added HR reports by identifying needs and requests of the business and prepares the correct sets of reports.
- To provide support to all HR functions within the Human Resources department

### **Key Responsibilities.**

**1. Provide support and Implementation of all HR functions to Airtel Money – including interviewing & hiring staff, administering pay, benefits, and leave, and enforcing company policies and practices.**

- Work closely with Talent Acquisition Lead to determine hiring needs and ensure operations are aligned to the needs.
- Ensure availability of Job Descriptions for all roles
- Ensure employee experience as per process (employee life cycle management)
- Ensure proper implementation of performance reviews within Airtel Money Limited.
- Implement proper implementation of talent reviews and succession plans within the Airtel Money Limited
- Capture feedback on an ongoing basis and ensure that the feedback is acted upon to bring in operational effectiveness.

**2.Coordinate and Prepare HR overall Reports & Compliance per requirements as directed by Line Manager.:**

- and prepare all weekly and monthly HR reports on ongoing initiatives.
- HR Overall Reports – including HR Scorecard, MD Report, Sustainability reports etc
- HR Team by designing customized reports providing source data.
- compliance with government boards and local employment laws and regulations and recommended best practices; reviews policies and practices to maintain compliance.

**3.Performance and Reward capability enhancement for FTEs (offroll) employees**

- the design and implementation of the Performance Management process for all FTEs offroll employee in alignment with Airtel Performance Management System
- continuous employee communication in Airtel Tanzania on Airtel performance in line with total rewards guides and principles.

**4.Coordinate and manage the processing of (expats employees) work permit, employment contracts and professional certifications**

- Responsible for Work permit and Visa processing for expats employees.
- Manage expats contracts (if required)
- Manage the registration and renewal of expat employees' professional certifications as per regulations

**5.Employee Reward and Recognition(R&R) strategies implementation.**

- Work closely with Total Reward Manager to Support the development of employee R&R schemes.

- Implement initiatives to enhance employee engagement.
- Develop processes, systems and procedures that facilitate and support the implementation of R&R initiatives.
- Communicate employee schemes to all parties.
- Monitor their implementation and ensure that the objectives are achieved.
- Share feedback and reports as required.

#### **6. Accurate and up to date HR Information System for offroll employees**

- the current state of Automation in Tanzania
- all HR information is updated and adhered to as per policy.
- Ensure 100% score of HRIS adherence

7. Any other duties as may be assigned from time to time

#### **Qualifications and Experience.**

Educational Qualifications & Functional / Technical Skills

- Bachelor's degree in human resources, Business, or a related field required.

Relevant Experience

- Minimum of 5 years of HR experience, with at least 3 years' experience in HR General role.

#### **Other requirements (Behavioral etc.)**

- Interpersonal skills. Tact and assertiveness.
- Partner management & engagement
- Ability to work within deadlines.
- Flexible and quick in responding to requests made at short notice.
- Adaptable in the fast-working environment
- Ability to prioritize and organize own workload within broad guidelines.
- Reliable and trustworthy

#### **Deadline for receiving applications is 21 May 2024.**

*Please be advised that if you are not contacted within 14 working days of the advert closing date then you have not been shortlisted.*

*"Airtel Tanzania Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it".*

To Apply, **CLICK HERE**