

EMPLOYMENT OPPORTUNITY

HR Specialist – Talent Management

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives.

The GIZ Country Office is currently looking to fill the position of HR Specialist Talent Management.

Duty station: Dar es Salaam

Fixed term contract

Job location: Band 4

A Talent Management Specialist is responsible for developing and implementing talent management strategies, policies, and programs that align with a company's business goals and support its talent acquisition, retention, and development objectives. This includes managing performance, employee engagement, leadership development, succession planning, and diversity and inclusion initiatives.

Personnel recruitment

The Incumbent is expected to organise and direct the recruitment and hiring process in accordance with GIZ standards.

He/she

- advises managers on drawing up requirement profiles and formulates appropriate job descriptions in consultation with them.
- grades positions together with the manager based on the profiles developed and sets benchmark values for appropriate remuneration levels in individual cases.
- searches for suitable staff in accordance with the requirements for the positions (identifies existing GIZ HR resources in the country and/or region, writes job advertisements and ensures publication in appropriate print and/or online media)
- evaluates applications received and shortlists candidates on the basis of the requirements or hiring criteria, obtains references, and conducts preliminary discussions.
- organises personnel selection (e.g. applicant interviews) and advises, if necessary, on selection
- notifies unsuccessful applicants, documents the selection process, archives the documentation and enters the data in existing HRM systems.

HR instruments and procedures

In consultation with the manager, the HR Specialist coordinates the key HR processes, including HR and competence development, staff evaluation and human resources management (HRM). He/she identifies current issues and problems and formulates appropriate proposals for HR instruments and procedures in accordance with the national personnel policy.

The Specialist

- is responsible for implementing and complying with GIZ's national personnel policies and puts in place the corresponding HR instruments and procedures.
- implements HRM for national personnel (e.g. enters competences, plans availability for assignment, considers staff for vacancies, advises, organises and implements professional development measures)
- develops information material for new staff
- organises the evaluation process (information on schedule for staff assessment and development talks, filing forms, monitoring documentation on qualification requirements and professional development etc.)
- plans and organises training measures, including induction event for new staff, and advises managers on further training measures.
- checks the names of national personnel against the sanction list

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Conditions of employment and HR support

- The Specialist, with support of Head of HR ensures contract processing and assists staff on all HR matters.
- He/she
- With support of Head of Hr determines the appropriate contract based on national labour law and the material and formal conditions (limited/unlimited employment contract, distinction from appraiser contract, internship etc.)
- draws up the employment contract on the basis of the standard GIZ contract, local hiring conditions and the contents of the advertisement.
- deals with all other organisational and administrative stages in processing, e.g. monthly update of entries in SAP-HR for national personnel
- maintains information on hiring conditions for national personnel (remuneration system, salary groups, model job descriptions, labour law etc.), updates this and informs managers.
- updates staff and program information on the common portal for relevant functions
- carries out introduction of common portal for new staff.

Other duties/additional tasks

The Specialist

performs other duties and tasks at the request of management.

Qualifications

- BA/MSc in business administration, university degree in law, economics or sociology (if possible with a focus on HR management) or similar area

Professional experience

- At least 3 years' professional experience in a comparable position

Other knowledge, additional competences

- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- familiar with HR procedures
- good knowledge of national labour and social law
- experience in advising on HR issues.
- impressive track record in a service provider and governance role
- very good knowledge of the European language widely used in the country, ideally a knowledge of German.
- awareness of how to handle HR issues appropriately (confidentiality, data protection)
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

Applications:

Interested candidates should apply through the link: <https://www.fuzu.com/jobs/human-resources-specialist-talent-management-tanzania-nationals-giz-tz>

Please use the subject line “**HR Specialist- Talent Management – Dar es Salaam**”. Closing date for submission: **27.05.2024**.

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Only shortlisted candidates will be contacted.

GIZ Tanzania is an equal opportunities employer and encourages applications from all qualified and eligible candidates regardless of their gender, origin, religion/belief, disability, or any other minority group.