

POSITION DETAILS

Job Title	Assistant HR Officer
Company	Pivotech Company Limited
Department	HR & Administration
Category	Operational
Vacancies	1
Salary	Competitive package (negotiable)
Posted on	21/06/2024
Last date	30/06/2024

ABOUT US

PIVOTECH is an engineering services company, specializing in O&M services in Electrical, Mechanical, and ICT-related disciplines. PIVOTECH also executes Civil Works and Building contracts both for Governments & non-government institutions. The company has been in existence since 2007 and currently employs 267 permanent staff. The company is ISO compliant in ISO 9001:2015, ISO 14001:2015 and OHSAS 45001:2018 standards.

CORE JOB DESCRIPTION

Assistant Human Resources Officer is responsible to provide HR and administrative support to an organization, He/she is also responsible for the Supporting the development and implementation of HR initiatives and systems.

KEY TASKS

- Assist to Conduct general induction to all new employee on company HR policies.
- Updating employee's file both physically and onto the HRMIS
- Assist to Coordinate and conduct Company's CSR Scheme
- Updating and filling the departmental data structure
- Assist to Coordinate Training Plans and requirements

- Update and record all employees' contracts on system and employees' files
- Assist in preparation and submission of payroll to Finance Department
- Assist in Handover and sign off of all company's Tools
- Assist in Management and Control of Overtime
- Assist to record all leave applications on system

EDUCATION

A minimum of Bachelor degree preferably in Human Resources Management from a recognised institution.

EXPERIENCE

At least three (2) years of related experience.

SKILLS & ABILITIES

- Good analytical and problem-solving skills
- Conversant with Microsoft office
- Proactive, Innovative and attention to details
- Ability to learn quickly
- Ability to work under pressure
- Positive attitude

How to Apply:

1. Subject of your e mail must read **"Application for Assistant Human Resources Officer"**
2. Attach your CV and copies of your certificates to recruitment@pivottechgroup.co.tz

Deadline:

Sunday, 30th June 2024 at 11:59pm. All applications received after the deadline will not be considered. If you do not hear from us after 14 days since you sent your application means your application was not successful.

POSITION DETAILS

Job Title	NOC Operator
Company	Pivotech Company Limited
Department	NOC
Category	Operational
Vacancies	2
Salary	Competitive package (negotiable)
Posted on	25/06/2024
Last date	30/06/2024
Location	Dar es Salaam

ABOUT US

PIVOTECH is an engineering services company, specializing in O&M services in Electrical, Mechanical, and ICT-related disciplines. PIVOTECH also executes Civil Works and Building contracts both for Governments & non-government institutions. The company has been in existence since 2007 and currently employs 267 permanent staff. The company is ISO compliant in ISO 9001:2015, ISO 14001:2015 and OHSAS 45001:2018 standards.

CORE JOB DESCRIPTION

NOC Operator is responsible for preventive maintenance scheduling and its supervision on Telecommunication towers that PIVOTECH manages. S/He will thus ensure that all sites have preventive maintenance executed as per client standard operating procedure, service level agreement and PIVOTECH established SHEQ procedures.

KEY TASKS

- Review, Participate and approve closure of all Completed SN task.
- Site Data Acquisition.
- Participate in preparation and execution of monthly preventive maintenance plan and budget.

- Live Reconciliation of planned tasks.
- Reports & Communication.
- Data integrity.
- RMS & Alarms (Site Visibility Follow-up).
- SLAs LD reduction

EDUCATION

- Bachelor Degree in IT, Telecommunication or related field

EXPERIENCE

At least three (3) years of related experience.

SKILLS & ABILITIES

- Conversant with Microsoft office
- Proactive, Innovative and attention to details
- Good analytical and problem-solving skills
- Self-reliance in management of assigned tasks
- Ability to learn quickly
- Ability to work under pressure
- Positive attitude

How to Apply:

1. Subject of your e mail must read "**Application for NOC Operator**";
2. Attach your CV and copies of your certificates to recruitment@pivottechgroup.co.tz

Deadline:

Sunday, 30th June 2024 at 11:59pm. All applications received after the deadline will not be considered. If you do not hear from us after 14 days since you sent your application means your application was not successful.