

HR TANZANIA

Main tasks HR team Tanzania

1. Plan, develop and implement strategy for HR management and development with the help of Managing Director including:
 - recruitment and selection policy and practices,
 - discipline,
 - grievance,
 - counseling,
 - pay and conditions,
 - contracts,
 - training and development,
 - succession planning,
 - morale and motivation,
 - culture and attitudinal development,
 - performance appraisals and
 - quality management issues
2. Establish and maintain appropriate systems for measuring necessary aspects of HR development
3. Monitor, measure and report on HR issues, opportunities and development plans and achievements within agreed formats and timescales to The Managing Director
4. Manage all staff reporting to the position so as to effectively recruit, train, evaluate, motivate, delegate and monitor their activities.
5. Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purposes and achievements
6. Maintain awareness and knowledge of contemporary HR development theory and methods and provide suitable interpretation to Managing Director, Managers and Staff within the organisation
7. Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
8. Plan, develop and implement strategy for staff training and development, establish and maintain appropriate systems for measuring necessary aspects of staff training and development
9. Monitor, measure and report on staff training and development plans and achievements within agreed formats and timescales
10. Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements
11. Maintain awareness and knowledge of contemporary staff training and development theory and methods and provide suitable interpretation to Managing Director, Managers and staff within the organisation

12. To keep and maintain personnel records in confidential
13. To carry out analysis of key operational indices in the personnel field, labour turnover, wages, cost and absenteeism.
14. To offer expert advice on personnel policies and procedures, communicate and enforce such policies.
15. To draw terms and conditions of service, job descriptions and communication system within the company.
16. To document and apply Labour Laws as they relate to personnel working in Tanzania and keep it updated
17. To represent company in personnel and administrative issues involving government and the public in general
18. To recruit staff deployment, orientation and oversee staff development as they grow with the company.
19. To prepare annual leave roster, maternity leave, sick leave and permission.
20. To guide and administer disciplinary matters reported by the employees or supervisors and management.
21. To advise The Managing Director on HR and Personnel issues
22. To classify jobs and advice The MD on wage and salary scales
23. To negotiate with labour unions and service union contracts
24. To develop safety standards and practices and make sure that these standard are adhered to.
25. To provide a periodic reviews of the performance (appraisal) of each individual employee and for recognition of his or her strengths and a need for further development.
26. To assist individuals in their efforts to develop and qualify for more advanced jobs within the company.
27. To keep abreast of developments in personnel management.

Declaration of costs - process description

Fides Tanzania Ltd will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the MD. Employees whose travel plans have been approved should make all travel arrangements Fides Tanzania Ltd's designated travel agency. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Fides Tanzania Ltd. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- air travel in economy class or the lowest available fare
- costs of public transportation for other ground travel
- taxi fares, only when there is no less expensive alternative
- mileage costs and fuel refund for use of personal cars, only when less expensive transportation is not available
- cost of standard accommodations in low- to mid-priced hotels, motels, or similar lodgings
- reasonable cost of meals

- charges for telephone calls, fax, and similar services required for business purposes

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Fides Tanzania Ltd may not be used for personal use without prior approval. When travel is completed, employees should submit completed travel expense reports within few days of reporting back. Reports should be accompanied by receipts for all individual expenses.

Employees should contact Accounts Department for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.