



Job Title: HR Manager

Introduction:

Isamilo International School in Mwanza, Tanzania, is owned by the Anglican Church of Tanzania under the auspices of the Diocese of Victoria Nyanza. Established in 1956, the school initially served the children of expatriates and missionaries working in the area, particularly those in the medical and mining sectors, as well as families from the local Tanzanian community. Since its inception, the school has grown significantly, transitioning from a small institution with limited facilities to a well-resourced school offering an international curriculum. You can read further at <https://isamiloschool.com>

Job Summary:

The Human Resources (HR) professional will manage a variety of HR functions to support the overall business strategy. The primary focus of this role is to ensure the efficient operation of HR processes related to employee recruitment, performance management, employee relations, training and development, and compliance with Tanzanian labour laws.

Key Responsibilities:

1. Recruitment & Staffing:

- Manage the recruitment process, including posting job openings, screening resumes, conducting interviews, and coordinating new employee onboarding.
- Work closely with department managers to identify staffing needs and ensure timely fulfilment of open positions.
- Liaison with Immigration and labour offices in attaining of work and resident permits for international staff.

2. Employee Relations:

- Foster a positive work environment by handling employee concerns, grievances, and conflict resolution.
- Promote a healthy and productive workplace culture aligned with organizational values.
- Ensure the resolution of employee issues in compliance with company policies.

3. Performance Management:

- Support managers with performance appraisals and feedback systems.
- Implement employee development initiatives and recommend corrective actions as needed.
- Assist with goal setting and employee performance improvement plans.

4. Training & Development:

- Identify training needs and facilitate employee development programs.
- Coordinate with external trainers and vendors, or develop in-house training materials.
- Track and report on the effectiveness of training programs.

5. Compensation & Benefits:

- Assist in administering employee compensation and benefits programs (health insurance, retirement plans, bonuses, etc.).
- Conduct market analysis to ensure competitive salary structures.
- Provide guidance to employees on benefits enrolment and inquiries.

6. Compliance & Policy Administration:



- Ensure compliance with Employment and labour relations law and regulations.
 - Maintain employee records, and ensure adherence to HR policies and company procedures.
 - Conduct internal audits to ensure HR processes are up to date and aligned with legal requirements.
7. **HR Reporting & Data Management:**
- Prepare HR metrics and reports on various employee data (turnover, absenteeism, diversity).
 - Ensure HR data integrity and maintain confidentiality of sensitive information.
8. **Employee Engagement:**
- Support employee engagement initiatives, including surveys, feedback collection, and recognition programs.
 - Work on initiatives to enhance job satisfaction and retention.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Law or related field (or equivalent experience).
- HR certifications (e.g., SHRM) is a plus.
- Proven experience in HR roles, such as HR Specialist, HR Generalist, or HR Manager.
- Strong knowledge of HR practices, labour laws, and compliance.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Strong organizational and time-management abilities.
- Proficiency in HR software and Microsoft Office Suite.

Preferred Skills:

- Ability to handle sensitive and confidential information.
- Experience with employee wellness and engagement programs.
- Knowledge of performance management systems and employee development strategies.

Working Conditions:

- Full-time.
- Occasional travel may be required for recruitment events, training, or employee engagement activities.

Application Process:

Please send your letter of application, along with an updated CV, to hr@isamiloschool.org by Friday 14th March 2025. Please include the job title in the subject line.