Job Description

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Job Title
Compensation & Benefits Specialist

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
Oil & Gas

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Oil & Gas: 5 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

Responsible for designing, implementing, and administering TIPER's total compensation and benefits framework. The role ensures that remuneration structures are competitive within the Tanzanian market, compliant with the Employment and Labour Relations Act 2004 and all applicable statutory obligations, and aligned with the organisational strategy. Payroll processing is one component of this role; the Specialist also leads salary benchmarking, job grading, benefits programme management, statutory contributions oversight, and compensation analytics to support evidence-based people decisions.

Responsibilities

1. Compensation Strategy & Job Grading:
• Maintain and periodically review TIPER's job grading and evaluation framework, ensuring all positions are correctly classified using a recognised methodology.
• Lead the preparation and ongoing management of the annual HR budget, including staff cost projections, benefits expenditure, and variance reporting against approved budget throughout the financial year.

2. Compensation Strategy & Job Grading:
• Maintain and periodically review TIPER's job grading and evaluation framework, ensuring all positions are correctly classified using a recognised methodology (e.g. Hay, Peromnes, or equivalent).
• Conduct annual salary benchmarking against the Tanzanian market using published surveys (e.g. Mercer TZ, PwC, Korn Ferry) to ensure TIPER's remuneration remains competitive.
• Develop and recommend proposals to the HR Manager and Senior Leadership on pay structure reviews, salary bands, and total reward strategy, supported by internal equity and market data.
• Support annual performance-linked pay reviews and the bonus calculation process in accordance with TIPER's Performance Management Policy.

3. Payroll Administration:

• Manage the end-to-end payroll process for all TIPER staff, including gross and net pay calculations, deductions, and disbursement within agreed payroll cycles.
• Administer all statutory deductions and contributions: PAYE, NSSF, WCF (Workers Compensation Fund), SDL (Skills Development Levy), and HESLB loan repayments, in full compliance with TRA requirements.
• Prepare and submit payroll tax filings and payments to TRA accurately and within statutory deadlines; liaise with TRA on queries or audits.
• Maintain accurate, confidential payroll records; develop internal controls to prevent errors and fraud; conduct regular payroll reconciliations.
• Resolve employee payroll queries and discrepancies professionally within 24 hours, escalating complex issues to the HR Manager where necessary.

4. Benefits Design & Administration:
• Design, implement, and administer TIPER's employee benefits portfolio including medical insurance, group life cover, PSSSF, annual leave entitlements, airtime and phone allocation, fuel card management, and any other staff welfare schemes.
• Regularly review benefits offerings against Tanzanian market norms and employee feedback to ensure they remain competitive, cost-effective, and valued by staff.
• Manage relationships with benefits providers and insurers (medical, life, GPA); lead annual renewals, negotiate terms, and monitor service delivery standards.
• Administer staff loans, allowances, and any non-cash benefits in line with TIPER policy and TRA fringe benefit tax rules.
• Serve as the primary contact for employees on all benefits enquiries; communicate benefits offerings clearly to all staff, including during onboarding.

5. Statutory Compliance & Reporting:
• Ensure full compliance with the Employment and Labour Relations Act 2004, the National Social Security Fund Act, the Workers Compensation Fund Act, and all other applicable Tanzanian labour and tax legislation.
• Prepare and submit all required statutory returns and regulatory reports accurately and on time; maintain a compliance calendar to track all filing deadlines.
• Stay current on changes to Tanzanian employment law, tax regulations, and social security requirements; advise the HR Manager on implications for TIPER.

6. Compensation Analytics & Reporting:
• Produce regular and ad hoc compensation and benefits reports for HR management and the Board, including cost analysis, headcount costs, and benefit utilisation trends.
• Develop and maintain compensation dashboards using HR and payroll system data; identify trends and anomalies and present findings with recommendations.
• Support HR and Finance during the annual budgeting cycle by providing accurate staff cost projections, including salary increments, bonus provisions, and benefits costs.

7. HSSEQ & ESG Compliance:
• Ensure that compensation, benefits, payroll and employee welfare processes are administered in accordance with applicable HSSEQ, ESG, labour and company requirements, while maintaining accurate records and promptly reporting any identified risks or non-compliance.

Principal KPI's:
• Payroll Accuracy Rate - percentage of error-free payroll runs (target: 99% or above)
o 99%+ - Ensures employees are paid correctly every cycle
• Timeliness of Payroll Processing - percentage of payrolls disbursed on scheduled date (target: 100%)
o 100% - Maintains employee trust and satisfaction
• Benefits Administration Accuracy - error-free benefits enrolments and changes (target: 98% or above)
o 98%+ - Ensures regulatory compliance and employee satisfaction
• Payroll Query Resolution Time - average time to resolve employee payroll queries (target: within 24 hours)
o Within 24 hrs - Ensures prompt resolution and high employee satisfaction
• Market Competitiveness - annual salary benchmarking completed and recommendations submitted to leadership within agreed timelines

o On time - Supports evidence-based reward decisions and organisational competitiveness

Education & Qualifications

Bachelor's degree in Accounting, Finance, Human Resources, or related field.

Requirements

A minimum of five (5) years' experience as a dedicated Compensation & Benefits or HR generalist role with significant C&B exposure, preferably within an energy, infrastructure, or professional services organisation in Tanzania or East Africa

Characteristics

• Solid working knowledge of the full compensation and benefits spectrum: job grading, salary benchmarking, payroll administration, benefits design, and statutory compliance.
• In-depth knowledge of Tanzanian labour law (ELRA 2004), TRA payroll tax regulations, NSSF, WCF, SDL, and HESLB requirements.
• High degree of discretion and confidentiality when handling sensitive remuneration data.
• Proficiency in HRIS and payroll systems (e.g. Sage, SAP, or equivalent); advanced Excel skills for compensation modelling and data analysis.
• Excellent analytical and problem-solving skills.
• Attention to detail and accuracy in data entry and analysis.
• Ability to communicate effectively with employees at all levels.
• Professional certification in HR or reward (e.g. CIPD, WorldatWork CCP, SHRM) is an advantage.
• Strong negotiation and vendor management skills for dealing with benefits providers
and insurers
• High degree of discretion and confidentiality when handling sensitive remuneration data.

Reporting To

HR Manager

Driving Licence

Not Required

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