



# Job Description

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<b>Job Title</b> HR Business Partner – Plant	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Manufacturing
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Manufacturing: 8 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The HR Business Partner (HRBP) will act as a strategic and operational partner to the Plant Leadership team at the Company, driving people strategies that enable productivity, quality, safety, and cost efficiency. The role focuses on building a skilled, compliant, and high-performing workforce aligned with the company's growth ambitions in the paints and coatings industry.

## Responsibilities

### 1. Strategic HR Business Partnering

- Collaborate with Plant Head and functional leaders to align HR initiatives with production and business goals
- Translate organizational HR strategy into plant-level execution plans
- Drive workforce productivity, cost optimization, and operational efficiency initiatives
- Support change management initiatives (automation, process improvements, expansion projects)

### 2. Talent Acquisition & Workforce Planning

- Plan and manage manpower requirements (permanent and contract workforce)
- Manage onboarding programs to accelerate operational readiness
- Implement induction programs for new hires
- Lead end-to-end recruitment for plant roles (operators, technicians, quality, maintenance etc.)
- Ensure timely hiring aligned with production schedules and capacity expansion
- Build talent pipelines for critical and technical roles.

### 3. Performance Management & Productivity

- Drive goal setting and performance management processes across plant teams
- Align KPIs with production targets, quality standards, and safety metrics
- Partner with line managers to improve team productivity and accountability
- Support performance improvement plans and capability enhancement

#### 4. Learning & Capability Building

- Identify skill gaps and implement structured training programs
- Drive technical capability development (process, quality, maintenance skills)
- Ensure compliance with mandatory training (safety, operational procedures)
- Promote multi-skilling and cross-functional flexibility within plant teams

#### 5. HR Operations & Employee Lifecycle Management

- Oversee onboarding, confirmation, transfers, and exit processes
- Ensure accurate maintenance of employee records and HRMS systems
- Manage attendance, leave, and shift scheduling in coordination with operations
- Ensure smooth HR service delivery at the plant

#### 7. Compliance & Governance

- Ensure adherence to local labor laws, factory regulations, and company policies
- Maintain statutory records and support audits and inspections
- Partner with internal stakeholders to ensure governance standards are met
- Drive compliance awareness among employees and supervisors

#### 8. Employee Engagement & Culture Building

- Drive engagement initiatives suited to plant workforce demographics
- Strengthen communication between management and employees
- Support initiatives to enhance morale, retention, and workplace satisfaction
- Promote company values and ethical practices on the shop floor

### Education & Qualifications

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- MBA / PGDM in Human Resources
- Familiarity with ERP/HRMS system

### Requirements

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- 8–12 years of HR experience with at least 4–5 years in manufacturing / plant HR
- Experience in paints, chemicals, or FMCG manufacturing preferred
- Strong exposure to HR operations, talent management, and compliance

### Characteristics

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- Strong business and operational understanding
- Data-driven decision-making and analytical mindset (excellent skills in MS Excel mandatory)
- Stakeholder management across plant functions
- Execution excellence and attention to detail
- Problem-solving and process improvement orientation
- Hands-on, proactive, and solution-oriented
- High ownership and accountability
- Strong interpersonal and communication skills
- Ability to work in a fast-paced plant environment
- Willingness to be based at plant location
- Flexibility to align with plant working hours and production cycles

### Reporting To

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Group HR Head with dotted line to Plant Head

### Driving Licence

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Not Required

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