



Job Description

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Job Title

HR Operations, Records & Employment
Compliance Officer

Job Location

Dar es Salaam

Category

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Job Type

Full Time

Job level

Intermediate

Industry

-

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

-

Secondary Industry

-

Primary Category

-

Secondary Category

-

Certificate

-

Qualification

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Summary

To support the effective management of Organization's day-to-day Human Resources operations by ensuring accurate employee records, proper administration of employment contracts, timely recruitment support, employee benefits administration and compliance with applicable labour, immigration and internal HR requirements. The position will ensure that all employee-related documentation, HR processes and statutory requirements are properly maintained, updated and completed within required timelines.

Responsibilities

A. HR Operations

- Support daily HR operations and ensure HR activities are completed accurately and on time.
- Coordinate employee onboarding, confirmation, transfers, promotions, contract renewals and separation processes.
- Prepare employment-related letters including appointment, confirmation, transfer, promotion and other official HR correspondence.
- Maintain an updated employee master list and organizational manpower information.
- Support implementation of HR policies, procedures and company regulations.
- Respond to employee HR-related enquiries and provide appropriate administrative support.

B. Employee Records Management

- Establish and maintain complete and accurate personnel files for all employees.
- Ensure employee documents such as contracts, identification documents, academic certificates, permits and statutory records are properly filed.
- Maintain both physical and electronic employee records.
- Regularly update employee information following changes in position, salary, department, contact details or employment status.
- Maintain confidentiality and security of employee information.
- Conduct periodic HR file audits to ensure completeness and compliance.

C. Recruitment & Onboarding Support

- Support manpower planning and recruitment activities based on approved staffing requirements.
- Coordinate with recruitment firms, hiring managers and candidates during recruitment processes.
- Arrange interviews, assessments and required recruitment documentation.
- Conduct reference and document verification where required.
- Prepare employment offers and contracts for approved candidates.
- Coordinate onboarding activities and ensure new employees complete all required documentation.
- Maintain recruitment records and prepare recruitment progress reports.

D. Employment Contracts

- Prepare, issue and maintain employment contracts and related documentation.
- Monitor employee contract expiry dates and initiate renewal processes in advance.
- Ensure employment terms are consistent with approved company policies and applicable regulations.
- Maintain a contract tracking register and regularly report upcoming expirations to management.

E. Compensation & Benefits Administration

- Support preparation and verification of employee information required for payroll processing.
- Maintain records relating to salaries, allowances, benefits, deductions and other employee entitlements.
- Coordinate employee enrolment in applicable benefit programmes.
- Support administration of leave, insurance and other staff benefits.
- Verify employee changes before submission for payroll processing.

F. Employment & Immigration Compliance

- Ensure employment processes comply with applicable Tanzanian labour laws, company policies and regulatory requirements.
- Coordinate preparation and follow-up of work permits, residence permits and other required documentation for expatriate employees.
- Maintain a compliance calendar for permits, contracts and other statutory HR requirements.
- Monitor expiry dates of immigration and employment documents and initiate renewals on time.
- Support preparation of documents required by labour, immigration and other relevant authorities.
- Assist during HR-related inspections, audits and compliance reviews.

HR Reporting

- Prepare weekly, monthly and periodic HR reports.
- Maintain reports on headcount, vacancies, recruitment progress, employee turnover, contracts, leave and permits.
- Provide accurate HR information to management for planning and decision-making.
- Track HR action points and ensure outstanding matters are followed through to completion.

Performance will be measured against:

- Accuracy and completeness of employee records.
- Percentage of employment contracts renewed before expiry.
- Timeliness of work and residence permit applications and renewals.
- Recruitment turnaround time.

- Completion of employee onboarding documentation.
- Accuracy of HR information submitted for payroll.
- Compliance with statutory and internal HR requirements.
- Timeliness and accuracy of HR reports.
- Number of unresolved employee documentation or compliance issues.
- Employee file audit compliance rate.

Education & Qualifications

Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, Industrial Relations or a related field.

Requirements

- Minimum of 2–4 years' relevant experience in Human Resources operations, employee administration or employment compliance.
- Experience in recruitment, employee records and contract administration is required.
- Experience handling labour and immigration-related documentation will be an added advantage.

Characteristics

- Good understanding of HR operations and employee administration.
- Knowledge of Tanzania employment and labour requirements.
- Understanding of work permit and immigration processes.
- Strong documentation and record-management skills.
- Good Microsoft Excel, Word and PowerPoint skills.
- Ability to prepare accurate HR reports.
- Good written and verbal communication skills.
- Strong organizational and follow-up skills.
- Ability to handle confidential employee information professionally.
- High level of integrity and confidentiality.
- Attention to detail.
- Planning and organization.
- Time management.
- Good interpersonal skills.
- Problem-solving ability.
- Ability to work under deadlines.
- Professional communication.
- Teamwork and collaboration.

Reporting To

Head of Planning & Administration / HR Responsible Manager

Driving Licence

Not Required

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