



Job Description

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Job Title People & Culture Director	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Director / CXO	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

To lead the development of the company's people, culture and organizational capability, ensuring that the organization is equipped with the leadership, systems and workforce competencies required to sustain long-term growth and strategic ambitions.

The Director will champion a high-performance culture, strengthen organizational capability through continuous learning and development, and establish robust people-management systems that promote accountability, collaboration, knowledge sharing and employee engagement across the business.

Responsibilities

- Lead the development and implementation of the company's people, culture, and organizational development strategy to build a high-performing, values-driven, and future-ready workforce.
- Drive organizational culture transformation by embedding company values, promoting employee engagement, collaboration, innovation, accountability, and effective change management across the organization.
- Design, implement, and continuously improve the company's performance management framework, ensuring alignment between individual, departmental, and corporate objectives while fostering a culture of accountability and excellence.
- Develop and execute leadership, talent management, and succession planning initiatives to strengthen organizational capability, build leadership pipelines, and ensure business continuity.
- Establish and oversee comprehensive learning and development programs, including training, coaching, mentoring, onboarding, and knowledge management systems that support continuous professional growth.
- Identify workforce capability gaps and implement strategic interventions to enhance employee competencies, organizational effectiveness, and long-term business performance.
- Provide strategic guidance to executive leadership on people, organizational development, and workforce planning, supporting business transformation, growth, and organizational resilience.
- Lead the administration function by ensuring efficient management of office facilities, fleet, security, assets, travel, workplace services, and administrative resources to support business operations.
- Develop and enforce administrative policies, governance frameworks, and compliance standards, ensuring adherence to statutory requirements, workplace health and safety, risk management, and operational best practices.
- Drive continuous improvement and digital transformation of people and administrative processes through data-driven decision-making, performance reporting, process optimization, and the adoption of modern HR and administrative

technologies.

Education & Qualifications

- Bachelor's Degree in Human Resource Management, Business Administration, Organizational Psychology, or a related discipline.
- A Master's Degree in Human Resource Management, Organizational Development, Business Administration (MBA), or a related field will be an added advantage.
- Professional qualification and active membership in a recognized Human Resource professional body.
- Formal training and/or professional certification in Organizational Development, Performance Management, Change Management, Leadership Development, Executive Coaching, Learning and Development, or related fields.

Requirements

- Minimum of 10 years of progressive experience in Human Resource Management, Organizational Development, People & Culture, or a related field, including at least 5 years in a senior leadership role.
- Proven experience leading organizational transformation, culture change, and change management initiatives within a growing organization.
- Demonstrated success in designing and implementing performance management systems, talent management, succession planning, and leadership development programs.
- Strong experience in learning and development, workforce capability building, and digital HR transformation, including the implementation of modern people management systems.
- Experience advising executive leadership teams and Boards on strategic people and organizational matters.
- Experience in manufacturing, engineering, industrial, energy, or other technical industries, as well as exposure to workforce planning, business transformation, unionized environments, and regulated industries, will be an added advantage.

Characteristics

- Strategic Leadership
- Organizational Development
- Change Management
- Performance Management
- Talent Management
- Leadership Development
- Learning & Development
- Succession Planning
- Employee Engagement
- Culture Transformation
- Business Acumen
- Stakeholder Management
- Coaching & Mentoring
- Data-Driven Decision Making
- Communication & Influencing Skills
- HR Governance & Compliance
- Administrative & Facilities Management
- Emotional Intelligence
- Problem-Solving & Decision-Making
- Project & Change Implementation

Reporting To

Managing Director

Driving Licence

Not Required

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