



Job Description

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Job Title Senior Human Resource Officer	Job Location Singida	Category -
Job Type Full Time	Job level Intermediate	Industry Mining
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Mining: 4 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Seeking a Senior HR Officer with exceptional leadership and influence to drive transformative HR initiatives in a fast-paced environment. The ideal candidate is strategic, innovative, and results-oriented, skilled in talent management, employee relations, and embedding positive organizational change. A strong understanding of HSE policies and their seamless integration into workplace practices is essential

Responsibilities

- Develop and implement HR strategies aligned with organizational goals and mining project timelines.
- Partner with senior management to forecast manpower needs based on equipment mobilization and project phases.
- Lead change management initiatives for scaling operations across multiple mine sites.
- Plan, recruit, and deploy skilled labor (operators, mechanics, supervisors, engineers, and support staff) as per project
- Oversee onboarding, induction, and site orientation programs to ensure employees are operationally ready.
- Ensure compliance with Tanzanian labor laws, mining regulations, and client-specific requirements.
- Act as the primary contact for labor unions, workers' councils, and government authorities.
- Resolve employee grievances fairly while maintaining productivity and safety standards.
- Implement performance appraisal systems tailored for mining KPIs (e.g., equipment utilization, productivity per shift).
- Identify skill gaps and coordinate training programs (technical, safety, supervisory, and leadership).
- Develop succession planning strategies to retain high-potential talent.
- Oversee payroll, benefits, and incentive schemes specific to mining shift work and remote-site allowances.
- Benchmark salaries against industry standards to ensure competitiveness
- Manage site-based housing, welfare, and healthcare programs for employees.
- Integrate HR practices with HSE policies to promote a culture of safety.
- Oversee site-based welfare facilities, including accommodation, food, medical, and recreation
- Support employee wellness and mental health initiatives given the high-stress nature of mining operations.
- Promote a culture of accountability, teamwork, and ethical
- Drive diversity, inclusion, and local community employment.

Education & Qualifications

- Bachelors in Human Resource Management with minimum 4 years of experience in a system driven production/ processing environment..
- Masters in Human Resource Management is a plus

Requirements

- He should be a person with Operations experience familiar with all employment and labour laws of Tanzania.
- Project management
- Hands-on experience with HRIS systems, payroll, and workforce planning tools.
- Excellent negotiation, leadership, and interpersonal skills

Characteristics

- Comfortable working in dynamic, fast-changing environments
- Stays up to date on labor laws, company policies, and regulatory requirements.
- Strong Organizational Skills

Driving Licence

Not Required

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