

JOB PROFILE

General:

Job Title: Senior Officer - HR Operations & Employee Relations

Department/ Division: Human Resources

Number of Vacancies: 1

Basic Purpose:

This role is responsible for ensuring a smooth running of all Human Resources Operations within the Human Resources Department. It is responsible for ensuring that the department is compliant with all internal policies and procedures as well as regulatory laws and procedures governing HR operations. Responsible for creating different tools that will increase efficiency within the HR department especially in employee On boarding experience, Disciplinary Management, Conflict resolution, exit Management as well as File and Data Management.

Main Duties and Responsibilities:

- Ensure complete submission of all official and required onboarding documents for all new and promoted employees
- Responsible for ensuring that all employee Reference checks are conducted on time as part of the employee on Boarding Journey
- Responsible for managing contract or change of terms including all transfer letters, promotions or change of responsibility for all new and internal employees of the Bank.
- Ensure timely reviews of short-term employee contracts and updating of contract information on the HR system
- In partnering with the HR Business Partner, ensure effective management of employee probation to avoid any lapses that may occur in breach of the HR Policy and Labor laws.
- From time to time conduct an HR self-Audit to ensure that all needed employees records are in place and compliant to the internal HR policy and procedure
- Establish a good control for Employees Records Management to ensure well-kept up to date and reliable data availability.
- Responsible for providing support to the HR team in interpretation of the HR policy, Labor Laws and all other regulatory procedures.
- Provide guidance to the HRBPs and Line Manager on all Legal and Employee Relations matters
- Review the HR policies and Procedures and recommend changes in line with compliance to the labor laws
- Ensure HR Governance is followed especially on HR Self Risk Assessment to ensure that the department is compliant with regulations and procedures.
- Design and deploy an exit procedure framework while providing council to the HR leadership team in relations to proper exit procedure for all scenarios including resignations, mutual separation, exit on performance, exit on medical ground e.t.c
- Conduct different employees survey to gather employee feedback that will assist to improve our HR practices.
- Any other duties as may be assigned by the line manager.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

Skills:

- In-depth knowledge of the commercial banks' working environment
- Proven experience in Handling Employee Relations Matters

- Must have in-depth knowledge of Labor Laws and Legal Practices
- Excellent skills on Stakeholders Management
- Excellent communication and negotiation skills; sharp business acumen
- Ability to build rapport with employees, management and key stakeholders

Education:

- Bachelor's degree in law or Related fields.

Work Experience:

- At least 3+ years of experience in a Human Resources or Legal Field with proved records of handling Employee Relations Matters.

To Apply:

Please submit your application quoting the Job title on the subject field
to: TZRecruitment@equitybank.co.tz

Application Deadline: 11th July, 2025.