



# EXCELLENT COLLEGE



## HEALTH AND ALLIED SCIENCES

### Human Resources Manager

**Location: Dar es Salaam**

**Excellent College of Health and Allied Sciences** is an accredited training institution that is registered by National Council for Technical and Vocational Education and Training (NACTVET) at Boko Msikitini, Bagamoyo Road, Kinondoni, Dares Salaam to offer Health training programs. The college is now looking for Human Resources Manager.

### DUTIES AND RESPONSIBILITIES

- Recruiting and interviewing potential applicants on experience, skills, and education
- Drawing up plans for future personnel hiring procedures and goals
- Overseeing employee health and safety procedures
- Organizing and managing new employee orientation, on-boarding, and training programs
- Updating job requirements when needed
- Explaining and providing information on employee benefits, programs, and education
- Covering all legal compliance for human resource labor laws requirements
- Maintaining employee records and paperwork
- Answering employee questions and addressing employee concerns with college
- Reviewing procedures for employee safety, welfare, wellness and health
- Support the development and implementation of HR initiatives and systems
- Assist in performance management processes and evaluation appraisals processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, BIO data etc.) as per policy and legal requirements
- Monitoring and maintaining office equipment, inventory supplies; stock management
- Creating, updating, and maintaining personnel, financial records and databases
- Updating office policies and procedures and Provide counseling on policies and procedures
- Preparing reports on expenses, office budgets, and other expenditures
- Supporting department heads, staff, and CEO
- Supporting administration activities and Overseeing the general operations of a business.
- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.).
- Monitoring incoming and outgoing mail; signing for packages from EMS, USPS, FedEx or UPS; receiving mail and packages from couriers and delivering to proper recipient
- Preparing correspondence, documentation, or presentation materials
- Any other duty assigned by the supervisor.

### JOB QUALIFICATIONS:

- Minimum qualification Ordinary Diploma in Human resources or any other relevant training
- Minimum 3 year of experience in human resources functions and experienced applicant will get preference

- Outgoing and pleasant personality, positive service attitude and enjoy interacting with people.
- Solid organization skills and the ability to prioritize and stay focused on assigned priorities, work independently to meet internal and external deadlines and produce a consistently high-quality service.
- An admin who can handle stress in a demanding work environment
- Highly organized and flexible
- Ability to multitask and meet changing deadlines.
- Solid critical thinking, problem-solving and analytical skills and the ability to work independently to assess available information, draw conclusions and understandings, and present such conclusions effectively to other parties.
- Solid communication skills and the ability to listen critically and interact with individuals at all levels of the college.
- Ability to manage and administer student inquiries, manage fees and bank accounts, class timetables, student welfare and account handling.
- Solid technology skills, including Excel, Word, automated accounting software, business intelligence cubes.
- Demonstrated ability to contribute in a team environment and provide customer service in a decentralized organization.
- Demonstrated ability to show initiative, exercise judgment and adapt to change.
- Knowledge of technical, business, consultation, project management, and cultural awareness.
- Customer focus, building trust, communication, critical thinking, and influencing skills.

#### **SALARY:**

The salary and other benefits are open for negotiation depending on skill and experience.

#### **HOW TO APPLY**

If you feel that you meet the job required qualification please send your application (a letter of interest, current resume and the contact information for three professional references) by email to [info@excellent-college.ac.tz](mailto:info@excellent-college.ac.tz), or [balulamdb@yahoo.com](mailto:balulamdb@yahoo.com) ; and /or WhatsApp number 0754068832, the deadline for all applications is August 19, 2022.