



04/04/2024

EMPLOYMENT OPPORTUNITIES AT LODHIA INDUSTRIES LIMITED

Lodhia Industries Ltd is one of the leading and fastest growing steel & plastic manufacturers in Tanzania and is currently operating out of two locations, Dar-es-salaam and Arusha. Since the foundations of the company laid back in 1996, **Lodhia Industries Ltd** has had an utmost dedication to the highest business standards and ethics and has provided thousands (directly & indirectly) of jobs with levels of security and benefits unprecedented in the region. A wide range of CSR initiatives are also undertaken, many of which go unreported. The growth of **Lodhia Industries Ltd** has directly correlated with an increase in the quality of life in the surrounding community.

Vision

Lodhia Industries aspire to be Africa's benchmark for Value Creation and we seek to scale the heights of excellence in all we do. We endeavour to earn the trust and acclaim of customers by providing safe, high-quality products and services by fully respecting and protecting the privacy of personal and customer information, thus providing sustainable growth of society.

Now **Lodhia Industries Ltd** is hereby looking for experienced professional in the following discipline to join our dynamic group.

1. HUMAN RESOURCE OFFICER (two post)

Job Location: Arusha

Report to: Chief Executive Officer

Duties and responsibilities

- Participates in the development and implementation of the HR Strategic Plan
- Monitors quarterly data reports to adjust the human resource plan as required.

Human Resource Services

- Ensures all necessary human resource policies, programs, and procedures are developed and implemented in accordance with relevant legislation and best human resources practices and serves as a Human resource expert resource to senior management team.
- Develops, implements, and manages an appropriate employee recognition program.
- Provides consultation and support to managers and supervisors with respect to performance management and staff disciplinary decisions.



- Ensures the appropriate maintenance and security of Human Resources Employee data including the integrity of data in the HRIS/information management systems, in consultation with IT, as appropriate.

Compensation and Benefits

- Ensures consistent application of all compensation and benefits policies and practices across the agency.
- Evaluates the compensation and benefits programs and recommends improvements to align with organization goals.
- Researches and collects local compensation trends information, providing Senior Management Team with meaningful summaries of compensation trends to help optimize compensation and understand the competitive landscape.

Organizational Development and Training

- Generates opportunity, develops, implements, and manages effective procedures for employee orientation and initial training and assists in and contributes to the development and administration of the staff training budget.
- Ensures the development of a staff training plan for the organization; ensures the delivery of training both internally and externally.

Occupational Health & Safety

- Ensures organization compliance with all health and safety related legislation, regulations, and directives and develops and implements return to work plans for injured workers.

Labour Relations

- Provide legal advice to senior management team, provides legal expertise, support, and advice to all organizational levels on matters related to labour legislation and relations practices.
- Manages the administration of the grievance and grievance resolution process including culturally appropriate mechanism in conflict resolution.
- Provides legal advice to the Senior Management Team on future needs and the impact of emerging trends and priorities.
- Provide HR Policy training to new staff.



- Review internal rules, HR Policy and Regulations based on Labor Law requirements.
- Conduct investigation of staff breach of employment contract. Review of disciplinary policy.
- Deal with conflict between staff and relevant local authorities.
- Participates in regular Management meetings.

Recruitment & Retention

- Oversees, develops, and implements the recruitment and selection process ensuring effective procedures for acquisition and retention of qualified candidates.
- Negotiates offers of employment and provide legal oversight of contracts, salary grid placements along with respective management team members.

KEY SELECTION CRITERIA AND QUALIFICATION:

- Educational background in Bachelor degree in law, Human Resource management.
- At least five years' experience of Labour Law and legal consultant services. 3+ years of experience in Human Resource Management Good in spoken and written English.
- Good Computer literacy, interpersonal skill and ability to work in a team spirit.
- Exceptional ability to make decisions of sound judgment, often in crisis or emergency situations and to manage the crisis situation appropriately.
- Excellent financial management skills to participate in the development of the agency budget and manage the department's budget.

APPLY NOW

Interested candidates with the above qualifications should send their CVs to Email:

hr.arusha@lodhiagroup.co.tz by **14 April 2024 (closing date)**.