



<https://harleysltd.com/job/human-capital-admin-executive-tanzania/>

## Human Capital and Admin Executive – Tanzania

### Description

Are you a dynamic and results-driven Human Capital professional with a passion for both operational HR and administrative excellence? Do you thrive in a fast-paced environment where you can make a real impact? If so, we have the perfect opportunity for you!

As the Human Capital and Administration Executive, you will play a pivotal role in managing our people operations functions while ensuring seamless office operations. The role is open for Tanzanians and will be based in Dar es Salaam, Tanzania office.

### Why Join Us

- **Impactful Work:** Join a vibrant work environment which promotes innovation, collaboration, and professional growth.
- **Transparent Leadership:** Experience a leadership team that is accessible, transparent, and values employee feedback.
- **Growth Opportunities:** Elevate your career with unparalleled opportunities for professional growth, directly contributing to the evolution of the company.

### Qualifications

- Bachelor's degree in Human Resource Management, Psychology, or a related field.
- A minimum of 7 years' experience in Human Capital Management, with exposure to administrative functions.
- Strong knowledge of Tanzanian labor laws & compliance requirements.
- Ability to work under pressure, prioritize tasks, and maintain a high level of confidentiality.
- Analytical and problem-solving skills with a data-driven mindset.
- Excellent writing, communication, and presentation skills.
- Experience in healthcare operations is a plus.

### Responsibilities

- **Human Capital support:** Provide HC operational support including but not limited to learning & development, performance reviews, employee engagement, HC data/ dashboard report, payroll among others.
- **Talent Acquisition:** Lead the recruitment and onboarding process including but not limited to job description drafting, shortlisting, arranging interviews, background checks, and onboarding.
- **Compliance:** Ensure compliance with the department policy/ procedure and Tanzanian labor laws.
- **Employee Relations:** Cultivate a constructive work environment that builds and ensure employee engagement and productivity.
- **HC Initiatives:** Participate in the development and implementation of Human Capital projects and initiatives.

### Hiring organization

Harley's Limited

### Employment Type

Full-time

### Job Location

Dar es Salaam, Tanzania

### Industry

Healthcare

### Valid through

17.03.2025

### Date posted

March 11, 2025

- **Administration & Office Management:** Oversee office facilities, reception, supplies, and ensure a well-maintained, productive workspace.
- **Health & Safety:** Assist the H&S team to ensure compliance with workplace safety regulations and coordinate emergency response plans.

## **Contacts**

Candidates are invited to send their application, bearing the reference **Ref: HAR/HR/AD/032**, along with a detailed CV and copies of reference letters, to the Human Capital Department via e-mail: [careers@harleysltd.com](mailto:careers@harleysltd.com).

**Closing Date:** 17th March 2025.

Only the best candidates will be shortlisted and contacted for an interview.

The Company reserves the right not to make any appointment following this advertisement.