



Updated 22/03/2022

# JOB DESCRIPTION HUMAN RESOURCES, CONTRACTS AND LEGAL RESPONSIBLE

CAMPUS DE MASAKI | DAR ES SALAAM

The French school Arthur Rimbaud, that welcomes students from Nursery school to Grade 12 (Baccalaureat), is seeking for a Human Resources, Contracts and Legal responsible under the direct supervision of the Administrative and Financial Director.

## MAIN TASKS AND RESPONSIBILITIES

- Management of the human resources strategy and policy
- Management of payroll
- Management of the recruitment process and assistance
- Preparation, writing and follow-up of employee contracts
- Management of training plan
- Management and follow-up of employer obligations, control and respect of compliance in terms of human resources.
- Control and validation of all contracts to be used by the school, in relation with the related third parties, her/his supervisor and /or other school department
- Role of information and advice in terms of labour law and HR or contracts related topics

Adresse administrative : Arthur Rimbaud French School  
Mawenz road, Plot 282 – Masaki, Dar es Salaam  
Adresse postale : Msasani road, Plot 341-A, Msasani Peninsula,  
PO Box 2183,  
Dar es Salaam, Tanzania  
Téléphone : +255 744 399 343

- Accounting backup
- Management of payments backup
- Perform other tasks as assigned by her/his supervisors.

## QUALIFICATIONS

- At least 3 years of experience in Human Resources.
- Bachelor's degree in Human Resources or a related field.
- Written and spoken fluency in English. French and Swahili are a bonus.
- Demonstrated competencies in labour regulations and procedures.
- Experience and knowledge in taxes and contributions.
- Strong analytical and computer skills, with an emphasis on MS Office (Excel and Word in particular).
  
- Rigorous, autonomous, organized, able to meet the deadlines, able to manage and respect a procedure, able to prioritize, to work with method.
- Capacity to work within a multidisciplinary team and with various contacts.
- Attendance and respect for schedules.
- Professional discretion, sense of confidentiality.
- Able to work closely with employees and suppliers in the context of professional contacts.

## REMUNERATION

Based on experience.

## DUREE

One year.

## PRISE DE FONCTION

1<sup>st</sup> of August 2021