

## VACANCIES

### HR OFFICER-NGARA

#### Position Summary:

Tembo Nickel is seeking to recruit a **HR Officer** to join Tembo Nickel Project Team. This role will be accountable in delivering best practice in managing people and contractors on site. The successful candidate for this role will report to the **HR Lead**

**Duty Station: Tembo Nickel Project Site- Ngara**

**This is a fixed term contract for 1 Year**

#### Duties and Responsibilities

- To assist in attending staff matters regarding recruitment and selection, confirmation promotions and internal transfers.
- To assist on preparations of orientation and induction programs
- Collect, analyse and keep employment records for employees
- To assist in conducting training needs assessment, preparation and implementation of resulting annual training plans
- To assist in monitoring of daily staff attendance and recommend solutions to resolve chronic attendance difficulties.
- To follow up on all office requirements in liaison with procurement unit.
- To prepare and monitor implementation of staff leave roster.
- To Manage and update Local skills Labor Desk
- To maintain proper records of TNCL staff personnel files, leave records, contract expiry and renewals.
- To assist in monitoring implementation of succession plans

#### Qualifications and Competencies

- Bachelor's degree in social science or related discipline.
- Minimum of 3 years' working experience in HR management in a large-scale operation, preferably in the mining and extractive industry.
- Demonstrated knowledge of Tanzanian and international regulatory framework for HR Management .

#### How to Apply

Applicants are invited to send their resumes indicating the role title in the subject via email [jobs@tembonickel.com](mailto:jobs@tembonickel.com)

**Application closing date is 30<sup>th</sup> January,2026**

*Note: We are committed to provide equal employment opportunities based on merits, and we do not charge candidates any fees in the whole recruitment process. Women are strongly encouraged to apply.*

