

JOB OPPORTUNITY (INTERNSHIP)

Position: Human Resources.....2 candidates

Location: Sao Hill Industries and GRL Tanzania Ltd, Mafinga - Iringa, Tanzania.
Contract Type: Three Months (Internship)
Work hours: Full-time
Department: Human Resources & Admin
Reports to: Human Resources Officer

Company Background

Sao Hill Industries Ltd operates one of the largest Sawmills in East Africa, producing high quality sawn timber as well as pallets, doors and other value-added products. The company is also the main supplier of transmission poles in Tanzania. Sao Hill Industries Ltd also operates two state-of-the-art timber treatment plants.

The successful candidate shall have:

- Bachelor Degree in Human Resources Management / Administration or relevant field from a recognized Institution.
- Planning ability
- Displaying interpersonal and leadership skills and utilizing resources effectively.
- Good organization skills; self –starter with an ability to co-ordinate and prioritize
- Relevant academic qualifications.
- Fluent in Kiswahili and English.

The candidates must have recently graduated or graduated not earlier than June 2017.

Key tasks:

- a) Assist to maintain human resources database to ensure all staff and employment related information is accurate and up to date.
- b) Assist in processing employee's welfare such as leaves, registrations, allowances, retirements.
- c) Handle and report employee complaints, grievances and disputes.
- d) Support the implementation of company HIV/AIDS Policy for all Tanzania companies.
- e) Ensure efficient office Management system
- f) Ensure safe custody of office equipment's.
- g) Assist the preparations of HR weekly and Monthly reports.
- h) Welcome visitors and guide them relevant offices.
- i) Maintain a visitors' log
- j) Deal with general queries from the public and customers.
- k) Organize a logical /filling archive system for company document and correspondence.
- l) Support in monitoring the distribution of administrative office supplies and maintain stores, keeping record of movement of the same.
- m) Ensure that all duties in the scope of your responsibilities are done in accordance to Occupational Health and Safety Standard.
- n) Other duties as may be assigned to you by Management of the company

To Apply:



Send a cover letter and a detailed CV with three referees and copies of your academic certificates to:

Via email: hrtanzania@greenresources.no **WITH A PROPER SUBJECT “APPLICATION FOR HR INTERNSHIP”**

Via ordinary mail: The Human Resources Manager, Sao Hill Industries Ltd, P.O. Box 55, Mafinga

Only shortlisted candidates will be contacted.

Deadline for applications is **28th May 2019 at 4:30 pm.**

Sao Hill Industries Ltd is an equal opportunity employer and does not discriminate on the basis of race, nationality, religion, gender, class or any other category. To learn more about the company, visit: www.saohill.com and <http://www.greenresources.no/WoodProducts/SaoHillIndustries>