

⚠ WE'RE HIRING! ⚠

SENIOR HUMAN RESOURCES OFFICER

NEW LUIKA GOLD MINE, SONGWE - TANZANIA

📍 **LOCATION:** New Luika Gold Mine, Songwe – Tanzania

💼 **REPORTING TO:** Human Resources Manager

💼 **EMPLOYMENT TYPE:** Permanent

📅 **ROSTER:** 6 Weeks On / 3 Weeks Off

KEY RESPONSIBILITIES:

✓ **HR Service Delivery & Coordination**

Workforce planning, recruitment and selection, policies and procedures, performance management, training and development, day-to-day HR advisory support and more.

✓ **Employee & Labour Relations Support**

Disciplinary and grievance processes, employee engagement initiatives, and interpretation of employment policies etc.

✓ **HR Systems & Records Management**

Maintain HR records and systems, ensuring accuracy and compliance with statutory and internal requirements.

✓ **HR Reporting, Compliance & Audits**

Prepare HR operational reports, respond to audit queries, ensuring adherence to Tanzanian labour laws and Company policies.

✓ **Remuneration & Benefits Support**

Assist in compiling salary data and preparing salary review documentation in line with approved mandates.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in **Human Resources**, **Public Administration**, Business Administration, or any related field.
- **5+ years HR management** experience in the mining/extractive industry.

HOW TO APPLY:

✉ recruitment@shantagoldltd.com

APPLICATION DEADLINE: **14th February 2026**


SHANTA MINING

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