



**WE ARE
HIRING**

Job Title



**HR Business Partner-Talent Acquisition,
Talent and Performance Management**

Direct Reporting



Head Human Resources

Location



Dar es salaam, Tanzania

Application Instructions:

If you are interested and meet the selection criteria,
please submit your Curriculum Vitae (CV) by
20th April 2026, 5:00pm to hrrecruitment@ecobank.com

APPLY NOW

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A BETTER AFRICA**

Job Purpose

- To make available for the Bank's operation the right people in the right place at the right time through quality recruitment to enhance productivity.
- To monitor employee talent management processes and information for informed management decisions
- To monitor employee performance management processes and information for informed management decisions

Talent Acquisition

Key Responsibilities

- Handles recruitment as per business heads requirements and based on HR observation and group's approval. Acts as a link between the company and recruitment agencies.
- Compiling the candidates list
- Running shortlisting process
- Organizing interviews
- Ensure that candidates have copies of JDs prior to interviews.
- Preparation of interview feedback report after the interview
- Ensure unsuccessful candidate's details are digitized for future reference.
- Ensure successful candidates are passed on to compensation and benefits for further processing.

Talent Management

Key Responsibilities

- Monitor staff talent pool (HIPOs, HIPERFS, occupants of critical roles)
- Ensure there is a clear competence mapping documents for all HIPOs and critical role holders.
- Compilation of the skill gaps of the HIPOs and critical role holders to the L&D
- Monitor list of critical roles and the competencies of their occupants.
- Ensure talent review processes are done timely.
- Compilation of talent review documents from staff
- Preparation of talent review documents prior to talent discussions
- Provide any needed support to the HR Team in generation and preparation of HR Reports.
- In charge of the HR Diary on new staff appraisal, confirmations dates, contract renewals dates.
- Ensure exit documentation is in place – clearance forms, exit interview forms etc.
- Plans/advice on succession and monitors staff movements/transfers

Performance Management

Key Responsibilities

- Monitor staff performance activities.
- Ensure performance reviews are done timely as per the policy.
- Compilation of performance management documents, KPIs and review
- Digitization performance management documentation
- Provide support in administering and reporting on the Employee satisfaction surveys.
- Managing performance management issues
- Effective management of understanding on Job Descriptions

Qualifications

- Bachelor's degree Business Management or equivalent in HR Management or related field of study.
- Fluent spoken & written English; proficiency in MS Office

Experience

- Minimum 2 years' experience in the Human Resource

Skills, Capabilities & Personal attributes

- Strong planning, organizing and execution skills. Use of tact, discretion, initiative, and independent judgments within established guidelines. Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities. Ability to work with minimum supervision, demonstrate sound work ethics.
- Problem solving skills. Attention to details, flexibility, and positive attitude towards change, promote a harmonious and cooperative team environment, maintain the confidentiality of information.

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The Pan African Bank