



JOB TITLE: Principal Officer, HAM & Admin

Location: Mtwara Plant Tanzania, Mtwara Plant Tanzania

Company: Dangote Industries Limited

Job Summary: Assist to drive implementation of approved HAM/Admin policies and programs to ensure efficient management of admin and material for the Plant/organization.

Key Duties and Responsibilities.

- Plan, coordinate and manage all administrative procedures and systems.
- Assist in driving the implementation of a first class maintenance and management culture of all office and company residential buildings in the Plant's portfolio.
- Regularly inspect the conditions of the plant's facilities and ensure that maintenance contractors adhere to agreed Service Level Agreements (SLAs).
- Assist in driving the implementation of approved DCP's fleet management policies and operations for the Plant to meet the current, emerging, and future operations.
- Supervise the Plant's Fleet (official and pool vehicles) to ensure optimal usage and functionality; and minimize vehicle down time.
- Overseeing and agreeing contracts and providers for services including staff buses, house rent, cleaning, and maintenance.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints i.e., stationaries, furniture and cleaning items.
- Performing routine maintenance on facilities and making repairs as needed.
- Manage budgets for the administrative functions of the company.
- Coordinate and manage office events, meetings and official visit.
- Escalate administrative issues to the Head, HAM/Admin for speedy resolution.
- Assist in preparing and managing the department's budget and approved expenditure as defined in the manual of authority.
- Collate inputs from Unit Heads on HAM & Admin activities to prepare periodic management reporting and submit to Head, HAM/Admin for review.
- Organize picking and dropping the expatriates from airport to their residence area.

- Perform any other duties as may be assigned from time to time by Head, HAM/Admin

Academic Qualification, skills and Competencies.

- Bachelor's degree or its equivalent in relevant discipline.
- Minimum of five (5) years of work experience preferably in manufacturing industry.
- Proven experience as Admin or similar role.
- Able to effectively interact with different types of people
- Very good presentation, communication and interpersonal skills.
- Excellent planning and organizing skills
- Critical thinker, Team player and problem-solving skills
- Good time-management skills
- Knowledge of office management procedures and systems.
- Proficient in Microsoft office suite.
- Ability to prioritize and manage multiple tasks simultaneously

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