Job Advertisement: Human Resources Manager

Company: First Housing Finance (Tanzania) Limited
Department: Human Resources
Reports To: Chief Executive Officer

Company Overview

First Housing Finance (Tanzania) Limited is the leading housing finance company in Tanzania, dedicated to offering long-term housing finance solutions to Tanzanian citizens. As a pioneer in the Tanzanian housing finance market, we provide a diverse portfolio of mortgage products, including solutions for home purchase, improvement, extension, completion, and refinancing. Our mission is to empower individuals and families to achieve their homeownership dreams through innovative and tailored financial services.

Job Summary:

The Human Resources Manager is responsible for overseeing and managing the human resources functions of the organization. This role involves developing and implementing HR policies and procedures, managing employee relations, handling recruitment and onboarding, and ensuring effective delivery of human resource services.

Key Responsibilities:

- Develop and implement HR policies and procedures to ensure compliance with legal requirements and best practices.
- Oversee the recruitment process, including job postings, screening resumes, conducting interviews and coordinating hiring.
- Manage employee onboarding, orientation and training programmes to ensure smooth integration and development.
- Address employee relations issues, conflicts and grievances, providing guidance and resolution in line with company policies.
- Administer employee benefits programmes and ensure accurate and timely processing of payroll.
- Maintain employee records and ensure confidentiality of sensitive information.
- Oversee the implementation of the performance management framework, including target setting, monitoring and evaluation of employee performance.
- Coordinate workforce planning, talent management, career development and succession planning initiatives.
- Develop and implement employee engagement, wellness and retention programmes to promote a positive working environment.
- Monitor and analyze HR data, prepare periodic reports and provide advice to Management on HR matters to support effective decision-making.
- Advise Management on disciplinary matters, grievance handling and employment-related decisions to ensure fairness, consistency and compliance with established policies and procedures.

Qualifications and Skills:

- Bachelor's degree in Human Resources, Business Administration or a related field; a Master's degree will be an added advantage.
- At least five (5) years of relevant experience in a Human Resources management role, with a strong understanding of HR practices and applicable labour laws.
- Strong organizational, planning and multitasking skills, with attention to detail.
- Excellent interpersonal and communication skills, with the ability to build effective relationships at all levels of the organization.
- Proficiency in HR software, HR Information Systems (HRIS), MS Office Suite and other relevant tools.
- Ability to handle confidential information with discretion and integrity.
- Strong analytical, problem-solving and decision-making skills.
- Ability to work under pressure and meet deadlines.

How to Apply

Interested candidates are invited to submit their **CV** and **cover letter** detailing their qualifications and relevant experience to: **recruitment@firsthousing.co.tz**

Application Deadline: 4th December 2026.