



## Back-Office Director

### Roles and Responsibilities

- Meet the recruitment needs across the organization
- Ensure the design, update, implement and control the HR processes
- Design the HR policies
- Design and implement the career development strategy of the company
- Ensure the design, update, implement and control the training processes
- Standardize the recruitment and training processes within the organization
- Support and challenge the work the accountant (accounting, management of the expenses)
- Ensure the accountant have the resources and can collect the expenses
- Prepare with the Country manager the financial audit of the company

### Educational Qualifications

Bachelors degree in Human Resources, Business Administration or any related field.

### Experience Requirements

- 5+ years of experience in similar role
- Experience in training and recruitment preferred
- Detail oriented
- Knowledge of the Tanzanian Labour Laws
- Team management skills

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