

JOB VACANCY

Rijk Zwaan is active worldwide as a vegetable breeding company that focuses on the development of high-quality vegetable varieties for professional growers. Mutual respect, a strong sense of responsibility and a high degree of employee involvement are the important starting points for our company. In Tanzania, Rijk Zwaan is active in seed production and breeding support (Rijk Zwaan Q-Sem, in Tengeru Arusha) and in breeding and product development (Rijk Zwaan Afrisem, in USA River, Arusha). Currently we have about 500 employees and as we continue to grow, we have the following vacancy for dedicated diligent Tanzanians:

Job Title: Human Resources Assistant (1 Post)

Reports to: Chief Operations Manager

Job Summary: The Human Resources Assistant will assist in compiling and maintaining employee records for our company. Typically aids with the daily administrative operations of the human resource department and interacts with employees, management and other business associates.

Job Location: Based, Arusha.

Main Duties and Responsibilities:

- i. Assists in handling pension benefits schemes.
- ii. Assists in maintaining manpower statistics.
- iii. Assists in the salary administration, remuneration schemes and management of pensions and terminal benefits.
- iv. Assists in manpower allocation.
- v. Assists in the administration of employees' benefits, e.g. leave allowance, annual gifts, wedding gifts, long service allowance, etc.
- vi. Assists in the administration of employees who sustain injuries while at work.
- vii. Attends to employees' grievances and acts timely to ensure a conducive working atmosphere.
- viii. Assists in the implementation of disciplinary procedures.
- ix. Assists in advertising employee job openings, first internally, and then externally as per the company's recruitment policy.
- x. Assists in managing the logistics of the recruitment processes.
- xi. Sorts and reviews resume's as they arrive.
- xii. Maintains a filing system for the selected applications.
- xiii. Schedules interviews for the hiring manager and human resources and schedules additional interviews as needed.
- xiv. Mail out the candidates' letter of offer and track the response.
- xv. Prepares paperwork required for new hires and establishes a personal file.
- xvi. Attendance, leave and record keeping management.
- xvii. Takes part in projects as a project member.

What do you bring?

You are independent, with high integrity, confidentiality and good business ethics and know how to set priorities and work accurately. You enjoy arranging, organizing and helping others, while creating and maintaining an overview. Since your own input is valued, you like to think proactively and identify opportunities to increase efficiency. You are flexible. Due to the many different contacts, you have strong communication skills, both verbally and in writing.

In addition, we expect the following:

- Bachelor's degree in human resources management or public administration.
- 2 - 3 years working experience in human resources management.
- Good command of the Swahili and English language, both spoken and written.
- Good computer literacy (MS Office, Excel, PowerPoint).
- Flexible and mature approach with the ability to work unsupervised.
- Capable of handling sensitive and confidential information.
- Reliable, honest, and trustworthy.
- Ability to work under pressure and to meet deadlines.
- Excellent time management skills.
- Strong attention to detail.
- Affinity with working with an international company.

What can you expect from us?

In addition to a dynamic working environment in which your own initiatives are valued, we would like to offer you:

- A permanent contract for 40 hours per week (including a probation period of 6 months)
- Competitive salary based on job level and experience.
- Various training opportunities through our Rijk Zwaan Academy.
- Good work-life balance

Background check: A full background check is part of the procedure.

How to Apply:

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your application letter with a detailed CV attached with relevant academic certificates on or before **07th February 2025** with the subject **"Human Resources Assistant"** to ajira@rijkszwaan.com or submit your application via the following address.

Human Resource Department,

Rijk Zwaan Q-Sem Ltd,

P. O. Box 12345,

Arusha, Tanzania.

We will consider your application carefully, which may take some time. Only shortlisted candidates will hear from us as soon as possible.

Rijk Zwaan is an equal opportunity company, everyone is encouraged to apply.