

SENIOR MANAGER HUMAN RESOURCE -1 POSITION

ABOUT US:

Tanzania Commercial Bank is a Bank that provides competitive financial services to our customers and creates value for our stakeholders through innovative products with a vision "to be the leading bank in Tanzania in the provision of affordable, accessible and convenient financial services". As part of organizational development and management of its human capital in an effective way, Tanzania Commercial Bank commits itself towards attaining, retaining and developing the highly capable and qualified workforce for Tanzania Commercial Bank betterment and the Nation at large.

Position:	Senior Manager Human Resources
Rank	Principal Human Resources Officer II
Department:	Human Resources
Salary Scale:	COBSS 8 (at Senior level II)
Reports to:	Chief Manager Talent Management
Location:	Dar es Salaam
Date Advertised	20/04/2026

POSITION OBJECTIVE

The Human Resource Manager is responsible for leading the HR function by developing and executing policies, programs, and strategies that support the organization's goals. This role fosters a positive workplace culture, drives employee engagement, and ensures compliance with all relevant labor regulations. The HR Manager collaborates with senior leadership to align human capital strategy with business objectives.

KEY RESPONSIBILITIES

1. Act as a strategic partner to senior leadership and business units, aligning HR strategies with business goals.
2. Lead and manage talent acquisition, workforce planning, and succession planning initiatives.
3. Drive organizational development and change management programs to enhance employee engagement and business performance.
4. Provide expert HR guidance on complex employee relations issues, conflict resolution, and disciplinary actions.
5. Develop and implement HR policies, procedures, and best practices in compliance with legal requirements.
6. Oversee performance management processes, including goal setting, coaching, and career development.
7. Analyze HR metrics and workforce data to identify trends and recommend actionable insights for continuous improvement.
8. Lead diversity, equity, and inclusion (DEI) initiatives to foster an inclusive workplace culture.

9. Collaborate with learning and development teams to design tailored training and leadership development programs.
10. Manage compensation and benefits strategy in alignment with market standards and company objectives.
11. Mentor and develop HR team members to build a high-performing HR function.
12. Ensure effective communication between HR and other departments to support overall business success

QUALIFICATIONS, SKILLS & EXPERIENCE

Master's degree in Human Resources, Public Administration, Industrial Relations, Human Resource Planning, Human Resource Management, Sociology, Public Administration, Political Science, Commerce or Business Administration majoring in Human Resource Management or equivalent qualifications from recognized institution with working experience of at least thirteen (13) years in related field.

- Strong knowledge of employment law and HR best practices.
- Exceptional interpersonal, negotiation, and conflict resolution skills.
- Ability to handle sensitive situations with tact and discretion.
- Analytical mindset with ability to interpret HR data and metrics.
- Demonstrated leadership capabilities and project management skills.
- Working Conditions:

PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES

- Ability to demonstrate Tanzania Commercial Bank core values: - Customer Focus, trustworthy, Creativity, Teamwork and Excellence
- Ability to priorities work and to meet deadlines.
- Ability to work quickly, accurately and consistently when under pressure.
- A methodical and well-organized approach to work.
- Mature and able to work in a confidential environment.
- Has sound judgment, common sense and good humor

The position will attract competitive salary packages and benefits. Applicants are invited to submit their resume via the following link:- <https://www.tcbbank.co.tz/recruitment/> Applications via other methods will not be considered. Applicants need to fill their personal information, academic certificates, work experiences, and application letter. Other credentials will be submitted during the interview for authentic check and administrative measures.

Tanzania Commercial Bank has a strong commitment to environmental, health and safety management. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment and physical capability assessment.

DEADLINE OF THE APPLICATION IS 04TH MAY, 2026.