UCHUMI COMMERCIAL BANK LTD (UCB LTD)

CARING FOR FAMILY ECONOMY

HUMAN RESOURCE MANAGER

We are seeking a dedicated, self-motivated and highly organized **Human Resource Manager** who will be responsible for assisting the bank to develop and coordinate the best HR strategies, policies, initiatives and procedures. Also, to team up with line management to drive smooth industrial relations, performance management, training and compliance meanwhile assisting in management of staff cost to achieve bank's Strategic Plan and Objectives.

JOB TITLE : **HUMAN RESOURCE MANAGER**

LOCATION : **MOSHI**

REPORTING TO : **CHIEF EXECUTIVE OFFICER FUNCTIONALLY**

ORD869298

MAIN DUTIES AND RESPONSIBILITIES:
Working under the department of Legal and Corporate affairs the incumbent will have primary responsibility for ensuring proper utilization of human resources to enhance effectiveness and profitability throughout the bank. These will be delivered through planning, designing and co-ordination of sound HR Strategies and by ensuring effective systems and procedures are in place for staff development, including specifically:

- Formulate, implement, monitor and report the progress of UCB HR Strategy.
- Recommend and institutionalize appropriate HR management systems and development of policies and Procedure.
- Maintenance of good employee relations and employment practices to always ensure a high degree of staff morale and discipline which will enhance efficient and effective utilization of manpower strategies with a view to optimizing synergy.
- Develop and implement staff welfare programmes and policies within the HR function so as to support the bank's business strategies, e.g. reward policies, incentive schemes and social and sporting activities etc.
- Coordinating end to end onboarding hiring processes as per bank process and procedures
- Providing practical support & guidance to managers/supervisors throughout the recruitment process including coordinating probationary review with team leaders.
- Maintain updated HR databases with all relevant information
- Manage employee mobility and promotions through coordination of transfers and promotions.
- Coordinating with team leaders to ensure compliance with HR policies and procedures
- Prepare monthly statutory returns; pension funds, PAYE, SDL, HESLB, WCF, for submission to the relevant authorities
- Ensure all staff are assigned to KPI's and ensure performance management system is conducted in line with existing bank guidelines and procedures.
- Assist team leaders with identifying poor performers and assist Management to develop personal development plans and monitor their progress.
- Preparation of periodic reports on staff details on new hires, exits, pending cases, transfers, promotions, training etc.
- Review and recommend changes to the organization structure in line with new business focus and organizational changes.
- Administration and implementation of the staff welfare programmes/Schemes e.g Medical Insurance, staff loans etc
- Formulate partnership across HR functions to deliver value added services to management and employees that reflects the business objectives of the organization
- Work closely with management and employees to improve work relationships, build morale, increase productivity and retention
- Monitor quality and compliance with the performance management process as well as ensuring performance culture is instilled among employees.
- Set a tool to support HOD to identify their training needs for respective business units and ensure implementation of training framework.
- Handle staff grievances and initiate disciplinary procedures where necessary
- Other duties that may be assigned by your supervisors.

EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree or equivalent in Human Resources, Social Science or any other related field. Master's degree in human resources management /HR Certification is an added advantage.

EXPERIENCE & COMPETENCIES REQUIRED

- 5 years' work experience, 3 of which should preferably be in a senior position in Human Resources Management in the banking Industry or private sector
- Demonstrated leadership skills with good command of oral and written knowledge of English.
- A structured approach to dealing with complex and variable work environments in an independent manner.

APPLICATION MODALITY:

Applicants should send a written application including a current CV addressing the above criteria giving full details of previous and current employment, qualifications, Copy of your academic certificates and referees to Chief Executive Officer, Uchumi Commercial Bank Limited, P.O. Box 7811 Moshi. & E-mail: hr@uchumibank.co.tz
Deadline for submitting application is on or before 15th July 2026

If you are not contacted by Uchumi Commercial Bank Limited within fourteen days (14) days after the closing date, you should consider your application as unsuccessful. Late applications will not be considered. Short listed candidates may be subjected to any of the following: security clearance; a competency assessment; physical assessment; assessment of physical capability, reference checking.

Please forward your applications before the 15th July 2026

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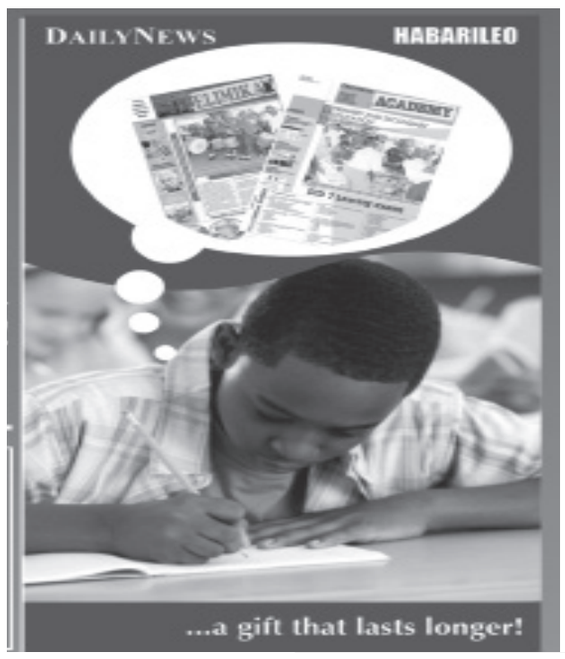

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ORD1178079

NOTICE TO THE GENERAL PUBLIC

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

ENHANCING CLIMATE RESILIENCE ON WATER RESOURCES IN MKONDOA CATCHMENT (ECRWRMC) PROJECT

Provision of Consultancy Services for Feasibility Assessment, Designs, Specifications, Supervision, Capacity Building and Data Integration of Hydro-Meteorological and Water Quality Monitoring Systems

Financing Agreement Reference: 5190155000109

Project ID No.: P-TZ-EAZ-004

Reference No/Tender No.: TR007/2026-2027/C/01 **Date: 09 July 2026**

EXTENSION OF DEADLINE FOR SUBMISSION OF REQUEST FOR EXPRESSIONS OF INTEREST

Wami Ruvu Basin Water Board is now informing the General Public and all Bidders who are interested in the published REOI on 3rd July 2026 that the deadline for submission of Request for Expression of Interest has been extended to **Friday 24th July, 2026** at 13:00 hours local time.

Opening ceremony will be conducted promptly thereafter in public and at presence of bidders who choose to attend at the PMU Office, 30 Mazimbu Road, P.O. Box 826, Morogoro, Tanzania.

Also interested Bidders are informed that the consultancy services shall be implemented over a period of twenty (20) months and organized into three (3) phases, namely: Phase I – Inception, Design and Preparation of Bidding Documents (6 months); Phase II – Supply and Installation Supervision (8 months); and Phase III – Data Integration and Capacity Building (6 months)

We regret for any inconveniences caused.

BASIN WATER DIRECTOR
WAMI RUVU BASIN WATER BOARD