

POSITION: **HR MANAGER**

Sinoray Company Limited is a leading provider of high-quality motorcycles, tricycles, spare parts, and mobility solutions. The company is committed to delivering exceptional products and services through innovation, operational excellence, and customer satisfaction.

We are seeking a qualified and experienced professional to join our team as:

Position: HR Manager

Location: Dar es Salaam, Tanzania

Employment Type: Full-time

Key Responsibilities

- Oversee and manage the overall performance of the HR department and ensure effective delivery of HR functions.
- Supervise and guide HR staff to ensure HR activities are completed effectively and on time.
- Develop, implement, and monitor HR policies, procedures, and practices.
- Oversee recruitment, selection, onboarding, attendance, leave, performance management, and employee relations.
- Ensure proper maintenance and confidentiality of employee records.
- Monitor compliance with company policies and applicable labor laws and regulations.
- Prepare and provide HR reports to management and advise on HR-related matters.
- Identify HR challenges and recommend appropriate solutions to improve employee performance and organizational effectiveness.

Requirements

- Bachelor's Degree in Human Resource Management (HRM) or a related field.
- Minimum **2 years of relevant working experience** in Human Resources.
- Strong knowledge of HR practices, policies, and employment procedures.
- Strong leadership, communication, interpersonal, and problem-solving skills.
- Ability to supervise a team and work effectively with management and employees.

How to Apply

Interested candidates should submit their **CV, application letter, and academic transcript** to:

sinorayhr@gmail.com

Application Deadline: 25 September 2026

Only shortlisted candidates will be contacted.