

| VACANCY ADVERTISEMENT | |
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| Job Title: | Human Resources and Compliance Officer |
| Work Location: | Tarime Mara Tanzania (at North Mara Gold Mine) |
| Employment Type: | Full Time |
| Monthly payment package and Incentives | Negotiable |
| Job Summary: | <p>We are recruiting on behalf of our client Roebray Enterprises and Supplies Limited (RES LIMITED) a qualified and experienced Human Resources and Compliance Officer for our client to oversee HR functions while ensuring the organization adheres to legal, regulatory, and internal policy requirements. The ideal candidate will play a key role in recruitment, employee relations, policy implementation, and compliance monitoring.</p> |
| Key Responsibilities: | <ul style="list-style-type: none"> • Manage recruitment and selection processes, including workforce planning and onboarding. • Ensure compliance with labor laws, company policies, and regulatory requirements. • Develop, implement, and review HR policies and procedures. • Maintain employee records and HR documentation • Support performance management and staff development initiatives. • Handle disciplinary procedures and employee relations matters. • Conduct compliance audits and risks assessments. • Coordinate training programs on HR policies, ethics, and workplace compliance. • Prepare HR and compliance reports for management. • Oversees Health, Safety and Environmental matters across company's activities. |
| Key Competencies: | <ul style="list-style-type: none"> ➤ Strong organizational and leadership skills in mining industry. ➤ Attention to detail and problem-solving ability. ➤ Ability to work independently and under pressure. ➤ Ethical judgement and professionalism. |

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| Qualification and Experience: | <ul style="list-style-type: none"> ✓ Bachelor's degree in Human Resources, Business Administration, Law, or related field. ✓ Highly trained on OHS programs and practices. ✓ Minimum of 3-5 years' experience in HR and compliance roles. ✓ Strong knowledge of labor laws and HR best practices. ✓ Experience in policy development and compliance monitoring. ✓ Excellent communication and interpersonal skills. ✓ High level of integrity and confidentiality. ✓ Proficiency in Microsoft Office and HR Systems. |
| How to apply: | <p>Interested candidates should submit their CV and a cover letter outlining their suitability for the role to;</p> <p>Human Resources Manager, Hoovex Limited P.O. Box 1057, Mwanza Tanzania</p> <p>Emails: hoovexl@yahoo.com</p> <p>The application deadline is 28th February, 2026</p> <p>Note: Use the e-mail address only to send your application and indicate the position you are applying at the subject of your email.</p> <p>Only shortlisted candidates will be contacted.</p> |