



BESIX BALLAST (BBN) LIMITED JOB ADVERTISEMENT – Human Resource Clerk

BESIX Ballast Nedam (BBN) Limited, the CONTRACTOR for the Engineering, procurement and Construction of the Jetty and Load Out Facilities in the Tanga Bay for the East African Crude Oil Pipeline (EACOP) Project, invites application for **Human Resource Clerk**

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Port
Position Title	Human Resource Clerk
Reports To:	BBN HR Manager
Employment Duration	May 2023 to June 2025
Job Type	Full Time

Purpose and scope of assignment

HR Clerk duties involves a wide range of support activities within HR Department, Responsible for handling office and clerical duties, assisting in all daily operations including recruitment process, process paperwork, records filling and daily record updates and assisting employees with office issues ensuring smooth communication and prompt resolution of requests and questions.

Job responsibilities

- Assisting all stages of recruitment process
- Assisting new employees with onboarding process
- Verifying employee's documentation and organizing them accordingly
- Coordinating, providing, and tracking training programs and records for new employees.
- Answering all employee related queries and issues
- Working in collaboration with other team members efficiently
- Working closely with timekeeper regarding employee's attendance
- Coordinating and handling employees disciplinary process accordingly
- Administering employees leave roster, leave applications, and leave records updates.
- Proper filling of all documents on digital formats and file cabinets as well
- Entering and updating candidates' data in the HR database
- All other activities as assigned by Supervisor.

Job qualification, experience, and skills.

Applicant should possess the following.

- Bachelor's degree in human resources, Laws, or any other related field
- Not less than 3 years continuous working experience
- Experience working with Class 1 Construction Company is a plus.
- Proficient in Microsoft Words, Excel, and other necessary applications
- Very good knowledge of Tanzania Labor Laws and relates policies.
- Extremely organized, with ethics and good communication skills
- Good leadership qualities with strong analytical and problem-solving skills.
- Ability to work under pressure and perform multiple tasks.

Apply to:

All Applications should be sent by email to jobs@bbnltd.co.tz (Max. Email & attachment size: 20 MBs) on or before 03rd May 2023

NOTICE; NO HIRING AT THE GATE!!!