

# **SALIM MGONJA**

**P.O. Box 72344, Dar Es Salaam**  
**Mobile: 0716-945 914 /0747-945 914**  
**E-mail:[salimmgonja94@gmail.com](mailto:salimmgonja94@gmail.com)**

## **PERSONAL PARTICULARS**

Date of Birth : 3<sup>rd</sup> January, 1994  
Place of Birth : Dodoma  
Nationality : Tanzanian  
Sex : Male

## **EDUCATION BACKGROUND**

2023 - Ongoing: **MBA-Human Resource Management (MBA-HRM)**  
European International University-France  
2015 - 2019 : **Bachelor of Laws (LLB)**  
University of Dar es Salaam  
2013-2015 : **Advanced Certificate in Secondary Education (ACSE)**  
Parane High School  
2009 - 2012 : **Certificate of Secondary Education (CSE)**  
St. Mary's Secondary School

- I am a highly motivated and results-driven Strategic Human Resource Specialist with years of experience in managing and developing HR strategies, policies, and programs. I have worked in different industries such as Logistics, Manufacturing , Hospitality & Tourism and Agriculture with demonstrated ability to align HR initiatives with business objectives to drive growth, improve employee engagement, and enhance organizational performance. Skilled in talent acquisition, Learning and development employee relations, compensation and benefits, Payroll & Human Resource Information Systems, Rewards & Recognitions, Workplace Conflict Management, People and culture, Health and Safety, Contract Management, performance management, and compliance.

## **WORKING EXPERIENCE**

Feb, 2022 to date : **EAST WEST SEED TANZANIA ,KENYA & UGANDA**

**Position: Human Resource Specialist**

### **Human Resource Administrative Tasks**

- Preparing of different departmental policies, process and framework
- Preparing and Reviewing of all employment contracts
- Organizing and overseeing of all internal disciplinary hearings
- Preparing monthly payroll for all employees in Tanzania via HRIS
- Monitor all East Africa employee Database via HR-D365
- Maintain HR System by registering and updating employees data
- Handle staff welfare issue such as leave, medical insurance and WFH
- Coordinate with Accounts department regarding statutory & non statutory deductions payment (WCF, PAYEE, NSSF, NHIF, HESLB, SDL) is adhered
- Managed the company's compensation and benefits program, including salary benchmarking, job analysis, and performance-based compensation plans
- Design and implement different reward and recognition programs around E.Africa
- Prepare an HR budget with personnel cost for the company to align with OPEX
- Apply for expatriate work permits and business visa for visiting employees
- Prepare HR annual report on people metrics and forecasting

- Filling company annual return to Brela (ors portal) and other company secretarial task such as changing of directors, beneficial ownership
- Organize and participate different stakeholders engagement meeting such as Immigration, ATE, NSSF, Workers union , Ministry of work and Labour and NHIF

### **Employee Experience and Compensation & Benefit task**

- Develop and implement an employee onboarding program that improved new employee assimilation and reduced time to productivity.
- Led the design and execution of employee engagement surveys, analyzed results, and implemented action plans to address feedback and enhance employee satisfaction.
- Create and implement a comprehensive recognition program that increases employee motivation. (rewards and recognition policies and programs )
- Design and facilitated team-building activities and events, fostering collaboration and positive relationships among employees.
- Implement career development initiatives, including mentorship programs and training opportunities, to support employee growth and retention.
- Establish wellness programs and initiatives to promote work-life balance, stress reduction, and employee well-being.
- Prepare Short term incentives to all employees within Kenya Uganda and Tanzania
- Design and implement long term incentives policy
- Design and implement of performance-based incentive plans (sales incentives)

### **Talent Management & Performance tasks**

- Develop and implement talent acquisition strategies to attract and hire top-quality candidates, resulting in reduced time-to-fill and improved candidate quality.
- Design and execute succession planning programs, identifying high-potential employees and creating development plans to ensure a robust pipeline of future leaders.
- Led the design and delivery of leadership development programs, including coaching, mentoring, and training initiatives, to drive organizational success.
- Implement performance management processes, including goal-setting, performance evaluations, and feedback mechanisms, to drive employee performance and growth.
- Develop and execute employee development programs, including skill enhancement workshops, cross-functional assignments, and career development opportunities.
- Implement employer branding initiatives, creating an attractive employer value proposition (via social media channels )
- Design and implement a comprehensive performance management system, including goal-setting, KPIs, performance evaluations, and feedback mechanisms, resulting in improved employee performance and alignment with organizational goals.
- Develop SMART KPIs that provide clear and measurable targets for employees, enabling effective performance tracking and evaluation.
- Conduct Training sessions to educate employees and managers on the performance management process, promoting understanding and engagement.
- Managed the talent acquisition process, including recruitment, interviewing, selection, and induction coordination of EOR for Uganda & Kenya employees

### **Learning and development Responsibilities**

- Develop and implement learning strategies, programs and initiatives aligned with organizational goals and objectives
- Conduct needs assessments to identify skills gaps and training needs.
- Delivered training sessions using a variety of methods, including e-learning, classroom training, and on-the-job training
- Monitor the effectiveness of training programs and make recommendations for improvement and measure ROI of training programs
- Organize and monitor LMS for employees E-Learning
- Prepare training reports (dashboard ,PTR and monthly training reports)
- Prepare Training plan and quarterly training calendar
- Developing and implementing learning strategies and IDP's
- Prepare an Onboarding plan coordinated with other departments.

Nov, 2020- Dec 2021 **ZARA INTERNATIONAL TRAVEL AGENCY (ZARA TOURS)**

**Position: Human Resources, Health and Safety Manager**

**(Also in charge of 3 affiliate companies: High View Hotel & Tours, Ngorongoro Wild Camps and Serengeti Safari Lodge)**

### **Human Resources Management (HRM) tasks:**

- Implementing and keeping HR Policy manual for all employees
- Processing all permits including work, national park, fire and sanitation
- Prepare and file monthly workers compensation fund (WCF)
- Preparing, reviewing and administering employment contracts
- Organize and conduct training ,coaching to different departments
- Coordinating recruitment, selection and onboarding of new staff
- Enforcing disciplinary measures, staff rules and regulations
- Handling all staff welfare issues such as leave, overtime, etc
- Designing job descriptions and assigning duties to employees
- Registering all employees for NSSF and health insurance schemes
- Advising management on compliance to various laws and regulations •
- Scheduling and updating staff shift roster and prepare monthly payroll

### **Health, Safety and Environment (HSE) tasks:**

- Ensuring compliance on Health, Safety and Environment (HSE) issues
- Implementing Health, Safety and Environment (HSE) policy/programs
- Controlling safety-related issues (eg. noise levels, use of machinery etc) •
- Conducting assessment of and enforcing preventative measures
- Reviewing existing HSE policies and measures and updating accordingly •
- Initiating and organizing HSE training for employees and executives
- Inspecting premises and personnel to identify non-conformity issues
- Overseeing installations, maintenance, disposal of substances and Stopping any unsafe acts or processes that are dangerous or unhealthy
- Investigating and recording incidents to determine causes and effects •
- Preparing reports on occurrences of each accident after investigation
- Ensuring adherence to safety measures for the lodge guests
- Daily check listing on fire, safety, first aid and emergency response plans

July, 2019-Oct 2020 **SABANA COMPANY LIMITED**

**Position: Assistant Human Resources/Administrative officer**

**Duties and responsibilities:**

- Coordinating selection, recruitment and placement of new staff
- Preparing and managing employment contracts for new employees
- Conducting orientation training for new employees
- Ensuring that all employees adhere to company guidelines
- Registering all employees for NSSF and health insurance schemes
- Enforcing disciplinary measures, staff rules and regulations
- Updating and keeping records of all staff (permanent and temporary)
- Maintaining and updating staff attendance logbook
- Keeping track of how employees use their time in the workplace
- Assisting Human Resources Manager to prepare monthly staff payroll
- Handling all staff welfare issues such as leave, overtime, etc

July-Sep, 2018: **FCB ATTORNEYS**

**Position: Assistant Legal Officer (Intern)**

**Duties and responsibilities:**

- Advising clients on the impact and interpretation of new legislation
- Processing registration of companies at BRELA on behalf of clients
- Filing of annual returns and perfection of debenture deeds
- Assisting Advocates with trial preparation and interviewing clients
- Drafting various legal documents e.g. contracts, memorandum etc

July-Sep, 2017 **DISTRICT COURT, MOROGORO URBAN**

**Position: Intern**

**Duties and responsibilities:**

- Diarizing court cases and conducting legal research on past cases
- Reviewing legal documents, such as lawsuits, appeals, applications etc
- Attending court sessions at the Resident Magistrate Court
- Assisting in the preparation of judgments and decrees
- Taking notes on examining witnesses as part of court proceedings

Feb-March, 2016 **MAGOMENI PRIMARY COURT**

**Position: Court Clerk Trainee**

**Duties and responsibilities:**

- Managing court records
- Performing various legal and clerical duties in the primary court
- Serving summons, rulings and other court forms
- Recording cases disposition and court orders
- Making arrangements for payment of court fees

**TRANSFERABLE SKILLS AND ABILITIES**

- Excellent interpersonal, team work and multi-tasking skills
- Ability to work in a demanding and busy work environment
- Interpersonal, organizational, administrative and teamwork skills
- Employee benefits and compensation
- HR strategy development and implementation
- Working knowledge of Employment and Labour Relations Act
- Legal drafting skills with ability to prepare various legal documents

### **SEMINARS/TRAININGS/WORKSHOPS ATTENDED**

- Nov, 2018: **Attended Seminar on Labour Laws and Employment Relations Act**  
Organized by Mzumbe University Law Society
- July ,2021 **Safety and Health for Human Resource Managers**  
Organized by Occupational Safety Health Authority (OSHA)
- Jan, 2022 **Talent Management & Succession planning**  
Organized by Epvate Fortune International consultant
- Jan, 2023 : **Instructional design for E-learning**  
Offered by Udemy
- May 2023 **Certified Compensation and Benefit**  
Offered by World Academy United Kingdom (Uk)

### **REFEREES:**

**Zaituni Mmari**

**Immigration Officer**

Tanzania Immigration Department

Mobile: 0784-588606

E-mail: [zaitunimmari@gmail.com](mailto:zaitunimmari@gmail.com)

**Bashir Hassan**

**Plant Manager**

Heny Amas international company

Mobile: 0743-846349

E-mail: 2107mgonja@gmail.com

**ANNANKIRA KITOSIO**

**Superintendent of Immigration**

Ministry of Home Affairs

Mobile : 0758842233

E-mail : kitosiontalii@gmail.com