

**JOVIN JOSEPHAT**  
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#### **PERSONAL DETAILS:**

**DOB: August 27<sup>th</sup>, 1981**  
**Kagera -Tanzania**  
**Male - Married with 4 kids**

#### **CAREER OBJECTIVE & ACCOMPLISHMENT:**

To become Human Resources Management Practitioner in both Local and International Organizations.

Accomplished and dedicated HR practitioner with 10 years of experience working with different companies at a local level.

#### **HIGHLIGHTS OF EXPERTISE:**

- Labour Relations i.e. Labour Laws & Industrial Relations
- Human Resources Training and Development
- Performance Appraisal
- Human Resource Recruitment
- Human Resource Planning
- Disciplinary Management
- Retrenchment management
- Dispute Management i.e. mediation
- Compensation
- HR Compliance
- Conflict handling
- Ability to work in a different multicultural environment
- Ability to handle work stress
- Time management

## CAREER EXPERIENCE

### **Discount Centre Limited, Dar es Salaam-Tanzania**

*Responsible for advising all HR-related duties and compliance to company's Managing Director.*

#### **Head of Human Resources and Administration, August 2022 to date**

##### **Duties & Responsibilities**

- To review and update employees contracts
- To Prepare job descriptions for all employees for them to sign during their renewal of employment contracts
- Updating staff leaves
- Review of company policies
- Conducting performance appraisal.
- Assess training needs to apply and monitor training programs
- Recruitment of new staff with skills matching with company business needs.
- Ensuring legal compliance throughout human resources management i.e ensuring submission of all statutory contributions
- Advice and support management in terms of business development, staff engagement, motivation and preservation of human capital
- Dealing with disciplinary issues
- Preparation of monthly payroll by using Odoo system

### **Fig Tree Residences, Dar es Salaam-Tanzania**

*Responsible for advising all HR-related duties and compliance*

#### **Human Resources Consultant, August 2021 to July 2022**

##### **Duties & Responsibilities**

- To review employee contracts and come up with a new template to cover our Tanzania labour law
- To Prepare job descriptions for all employees for them to sign during their renewal of employment contracts (review the old ones and come up with a new template)
- Staff annual Leave schedule (good format to keep proper records)
- Preparation of Fig Tree HR Manual and company profile
- Performance appraisal, suggestions on how to do it
- Assess training needs to apply and monitor training programs
- Develop and implement HR strategies and initiatives aligned with the overall business strategy.

- Ensure legal compliance throughout human resources management (advise the management on what to do)
- Advice and support management in terms of business development, staff engagement, motivation and preservation of human capital
- Do all disciplinary actions in case there is an HR issue (Including warning letters, staff appraisals and termination letters)
- Suggestion on how to give staff loan

**Harmony Logistics & Freight Forwarders, Dar es Salaam-Tanzania**

*Responsible for advising on all HR-related duties to Company's Managing Director*

**Human Resources Consultant, April 2020-July 2021**

- Advising on recruitment procedures
- Advising on disciplinary procedures
- Formulation of HR Policy
- Advising on succession planning
- Dealing with the contract of employment
- Advising on performance appraisal, especially for drivers
- Advising on retention process

**World Oil (Tanzania) Ltd, Dar es Salaam-Tanzania**

*As the 4<sup>th</sup> command reporting directly to Company's Chief Executive Officer, Managing Director and General Manager*

**Human Resources & Administration Manager, March 2015-January 2020**

- Recruitment of new staff
- Conducting morning meetings
- Monitoring staff attendance
- Dealing with disciplinary issues
- Providing weekly report
- Conducting meetings with Trade Unions i.e. COTWU, CHAWAMATA, TUICO etc.
- Entering into Collective Bargaining Agreement with COTWU
- In collaboration with Transport Manager, monitoring drivers' routes
- Dealing with termination procedures
- Attending labour cases at CMA
- Amending company policy as required from time to time
- Monitoring safe work environment for staff

- Monitoring of staff payroll, statutory deductions like pension funds, TRA, WCF, Loan Board etc.

### **HR Solutions Ltd, Dar es Salaam-Tanzania**

*As the third command reporting directly to Company's Managing Director and General Manager*

#### **Human Resources Consultant, July 2014-February 2015**

- Advising HR Solutions clients on Human Resources matters like recruitment, training, performance appraisal, salary increments, contract review, employee promotion and others.
- Attending clients' labour cases at the labour office
- Attending disciplinary hearing at Mechanical and Electrical Equipment Services (MEES) site in Moshi, Kilimanjaro region and advising on termination procedures
- Attending disciplinary hearing at Iko Iko Ltd in Dar es Salaam office and in Mtwara Regional Office and advising on termination procedures
- Attending disciplinary hearing at Mediterranean Shipping Co. (T) Ltd and advising on termination procedures
- Conducting retrenchment meetings at City Axis Computer Services and Viva Towers companies like Virgin Plaza, V-Marche Ltd, Rhapsody's and Smooch.
- Advising on disciplinary hearing procedures at Liberty Transcargo
- Attending meetings with New Jarifashion Management discussing labour issues
- Advising on different HR issues at the Bank of India
- Advising on termination procedures at AUTO SUECO (VOLVO)

### **Erolink Ltd at Coca-Cola Kwanza Ltd, Dar es Salaam-Tanzania**

*As the third command reporting directly to Company's General Manager and Chief Finance Officer*

#### **Regional Human Resource Consultant, November 2013-May 2014**

- The general supervision of contracted and daily wages at Coca-Cola Regional Offices
- Invoicing the payments of Erolink from Coca Cola
- Issuing payments of daily wages in collaboration with Coca-Cola Kwanza Management and Erolink Head Quarters
- Dealing with salaries of contracted casuals
- Communicating with supervisors at Coca-Cola regional offices on the matter relating to work
- Dealing with disciplinary matters to all casuals at all Coca-Cola Regional Offices

- Dealing with Health and Safety issues at the work premise of all Coca-Cola Regional Offices
- Advising on recruitment processes

**Bidco Oil & Soap Ltd, Dar es Salaam-Tanzania**

*As the second command reporting directly to Company's Country Manager*

**Human Resources & Administration Manager, November 2012-November 2013**

- Conversant with Man-Hours Verification for Casual Workers
- Advising and Participating in Employee Disciplinary Matters
- Assisting in Payroll Processing (Memory soft)
- Drafting of letters and other documents that are issued to employees
- Control of Staff Canteen Bills
- Conducting meetings with TUICO
- Entering into Collective Bargaining Agreement with TUICO
- Social Security Funds Processing
- Employee Loans Remittance Control
- General Employee Supervision
- HR Planning & Recruitment Processes
- Control of Office Purchases – stationeries
- Monitoring statutory deductions such as TRA

**Additional Experience**

- Part-time instructor at Bandari College in the department of operations and human resources, 2011-2012
- Administrative & Operational Clerk and Data Entry, Tanzania Ports Authority (temporary employment), 2009-2011
- Field practical Training at Kabanga Nickel Project, Ngara district- Kagera region in the department of Human Resources dealing with disciplinary procedures, compensation and benefits, appraising employees, community relations and other duties assigned, July-August 2008
- Secondary school teacher, Peace Foundation Secondary school, Tabata Dar es salaam, April-September, 2006.

- Field Assistant Africa Mashariki Gold Mines (AMGM) later Placerdome at Nyamongo, Tarime District. Visiting village communities around the mine site and identifying community needs, 2002-2003
- Prayers co-coordinator for Tanzania Youth Catholic Students (TYCS) members at the Institute of Social Work and at all secondary school levels
- Became the second runner in English composition at a regional level in 1997 in the Kagera region.
- Awarded certificate of appreciation for being active religion leader of TYCS at the Institute of Social Work for 2006-2009

### **EDUCATIONAL BACKGROUND**

Bachelor's Degree in Human Resources Management, INSTITUTE OF SOCIAL WORK- DAR ES SALAAM, 2006-2009

ACSEE, Ifakara High School, 2003-2005

CSEE, Tarime Secondary School, 1999-2002

Primary Certificate, Mushabago Primary School, 1992-1998

### **PROFESSIONAL TRAINING & SHORT COURSES**

- Leadership skills
- Computer skills
- Labour Laws compliance in Tanzania

### **MEMBERSHIP & AFFILIATION**

Troop Leader Tanzania Scouts Association, TYCS (Tanzania Youth Catholic Students) member, 2003-2005-AHA Club (Club against HIV/AIDS) member, Ifakara High School, IHUREMSA Member (Institute of Social Work Human Resource Membership Students Association).

### **REFEREES**

Faustine Christopher	Edwin Fredrick	Deodatus P Mkumbe
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