

CURRICULUM VITAE  
**THOMAS A.T.J. MACHA**

**NATIONALITY: TANZANIAN | GENDER: MALE**

**PERSONAL INFORMATION**

---

**NATIONALITY:** TANZANIAN  
**PHONE NUMBER(S):** +255 678 470 387/+255 674 599 551 (WhatsApp)  
**EMAIL ADDRESS (ES):** tommacha2010@gmail.com

**PROFESSIONAL SUMMARY**

---

Thomas is an Organizational Development/Human Resource practitioner with extensive experience from national and multinational organizations. He has a demonstrable record of accomplishment in implementing organizational development systems and operational controls cost-reduction, budgeting, revamping organizational development capacities, setting up and **building performance culture in organizations**; Health and Safety at the Workplace.

He has strong leadership and change management skills; with a high degree of computer literacy – use of different programs. **He is a self-starter and biased towards result based performance management.** He has experience in working with medium to large multicultural/diverse teams, supervisory and participatory approach to achievement of results. Adroit with excellent communication, diplomatic, interpersonal skills and empathic view towards international organization adherence.

**Key Highlights on Competencies**

Change Management Agent; Strategic Management; Leadership and Accountability: Result Based Performance Management; Monitoring and Evaluation; Capability Enhancement – Training and Capacity Building; Policy Development, Implementation and Compliance; Employees Engagement programs; Governance and oversight; Health and Safety Compliance; General Administration.

**ACADEMIC QUALIFICATION**

---

2003:	<b>BACHELOR OF COMMERCE (HRM)</b>	University of Dar es Salaam, Tanzania
1999:	<b>DIPLOMA – BUSINESS ADMINISTRATION</b>	College of Business Education, Tanzania

**WORK EXPERIENCE**

---

<b>2019/FEB - To date</b>	<b>HR MANAGER</b>	<b>ITM TANZANIA LTD – STATION AT CAMEO TECHEDGE (NON UNIONIZED)</b>
---------------------------	-------------------	---

**NUMBER OF PERMANENT & PART TIME STAFF: 230**

Responsible for HR business operations and provision of strategic human resource management.

Also responsible for recruitment and selection process ensuring timely placement, induction, orientation, promotions, transfers and exit management. Preparing staff salaries; generated timely reports and timely strategic decisions. In charge of staff benefits management. Initiate and coordinate regular organizational development trainings to ensure staff understand the principles of best human resource management practices and administration. Ensuring performance appraisals systems/tools are in place and periodically conducting refresher trainings in Human Resources best practices to continuously empowering the workforce.

**Key Responsibilities:**

- **Leadership**
  - Developing and implementing HR strategies and initiatives aligned with the overall business strategy;

- 
- Lead and support the recruitment and selection process to ensure hiring/staffing objectives are fulfilled with high caliber and properly suited candidates;
  - Meet regularly with Supervisors and Team Leaders to keep informed about operations but also to offer coaching and advice in all matters relating to HRM;
  - Work closely with Supervisors and Team Leaders in a HR consultancy role;
  - Delivers programs and projects in alignment with core values with a relentless commitment to good governance and ethical business practices;
  - Builds and sustains collaborative relationships and trust at all levels of an organization and acting in as a trusted neutral ombudsman between staff and management;
  - Understands the needs of the business;
- **Performance Management**
    - Coordinate and ensure a continuous appraisal process communicated on a yearly basis with regular reviews on a weekly basis through the ABCD reporting, with Mid-year and Annual reviews;
    - Work with Line supervisors to ensure Job clarity for each employee with updated job description and KRA/KPI;
    - Lead and coordinate monthly KPI review feedback discussions for Agents;
    - Lead and coordinate PIP for none performers;
- **Talent Acquisition and Management**
    - Leads recruitment effort: creating job descriptions, posting jobs, finding and on-boarding and orientations for new employees;
    - Provides guidance and input on workforce planning and succession planning;
    - Supports internal training and development programs;
- **Benefits and Leave programs**
    - Advise on salary scales and other remuneration issues, including promotions and benefits;
    - Administers all benefit, retirement savings, and leave programs;
    - Communicates and provides support to employees and managers for key processes related to benefits and leave programs;
- **Employee Relations and Welfare**
    - Designs, plans, and implements a company's employee relations programs, policies, and procedures;
    - Maintains good communication and positive relationships with employees to improve work relationships, promote employee satisfaction, build morale and increase productivity and retention;
    - In collaboration with Supervisors and Team Leaders, provides advice, assistance, and follow up on company HR policies, procedures, and documentation;
    - Resolving employees' issues and handling complaints to protect the general interests and coordinating & lead and disciplinary actions;
    - Provision of advice Supervisors and Team Leaders on how to deal with employees, most of all in extraordinary situations;
    - In partnership with Supervisors and Team Leaders helps teams and individuals develop goals, objectives and feedback loops;
    - Provides advice and counsel to team members to resolve employee related questions or issues;
    - Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations;
    - Leading of negotiations between the organization, employees and their representatives.
    - Deal with staff welfare and coordinate workers health Insurance.
- **Employee Engagement & Reward and Recognition**
    - Coordinate and lead quarterly & annual employee engagement survey and closure of gaps raised during the survey;
    - Coordinate employee engagement programs and activities;
    - Ensure full implementation of Company Reward and Recognition policy;
-

- 
- Coordinate weekly engagement activities, weekly and monthly townhalls to ensure best performers are rewarded as per the policy;
  - **Compliance**
    - Ensure compliance with HR policies, practices and standards;
    - Keeps up to date with and ensures subsidiary compliance with all local and national labor laws including Labour and Immigration;
    - Initiating policies, procedures and standards on issues such as working conditions, performance management and disciplinary procedures;
    - Maintain statutory compliances in Health Safety and Environment;
    - Monitors and supports required safety programs, training, and reporting;
    - Keeps compliant records and provides required compliance reporting as needed;
  - **Administrative**
    - Maintains human resource information system records, confidential and functional files;
    - Tracks and manages required certifications and trainings;
    - Coordinates employment on-boarding and departures;
    - Monitor costs and expenses to assist in budget preparation;
    - Provides monthly reporting for business units (tracking new hires/departing employees/Training/Health and Safety, and other HR metrics);
    - Responsible for initiating and documenting payroll actions and providing support for payroll as needed;
    - Plan and coordinate administrative procedures & systems and advise ways to streamline processes;
  - **Stakeholders Relations**
    - Ensure maintenance of good relationships with Government entities;
    - Build and maintain professional relationships with different entities such as technical colleges, universities etc.

**Achievements:**

- Maintained critical talent and supported timely replacement hire within approved manpower headcount.
- Employee Engagement and Internal Marketing Drive Agent: Run quarterly and annual Employee Engagement Surveys. Lead resource in the dissemination and development of Action Plans for continuous people and systems process improvements.
- Incentives and Rewards Management a motivator for targeted performance.
- Guided disciplinary committee to ensure fair hearings and drafted clear disciplinary hearing processes and exit letters.
- Through participation in the Senior Management meetings contributed to the overall of the client.
- Managing performance programs across the company; working closely with Supervisors and Team Leaders to continuously improve performance through measurable KPI's and continuous performance feedback;
- Coordinating human resources functions i.e. competency based recruitment and placement, promotion, job classification, career development, retention and consequential management as well as separations;
- Regularly reviewing Human Resource Policies and make recommendations to the client for any modification or amendment to existing policies;
- Supporting the comprehensive induction and mentoring of new hire;

**2018/JULY - 2019/JAN: HR MANAGER**

**NEW FORESTS COMPANY LIMITED  
(UNIONIZED)**

**NUMBER OF PERMANENT STAFF: 145 PLUS NUMBER OF SEASONAL STAFF**

New Forests Company was founded in 2004 with the vision of creating a sustainable timber resource in East Africa amidst rampant deforestation. Since then the Company has rapidly expanded with four Greenfield plantations in Uganda (Namwasa, Kirinya and Luwunga) and Tanzania (Kilolo).

---

### **Key Responsibilities:**

Advisor and Business Partner to the Country MD, Group Head Human Resources and Business Unit Heads, supporting and driving a number of strategic and operational HR initiatives and work closely with the members of Management Committee in achieving business unit objectives

- In conjunction with the Group Head of HR and Country MD, ensure the Alignment of the HR Service to the country;
- Development and implementation of the HR Strategic Plan to support the Country in achieving its objectives;
- Lead the development, implementation, and maintenance of best practice Local HR Policies;
- Responsibility for the development and implementation of the Employee Engagement / Communications pillar of the country Strategic Plan.
- Provide overall leadership to an effective HR Operations 'end to end' service culture;
- Together with the CEO play a lead role in the development of a seamless HR Operations function, driving process reengineering initiatives and operations performance;
- Develop and implement key performance indicators base don best international benchmarks for HR Operations.
- Oversee the provision of management information to optimize staff deployment;
- Develop the effectiveness and competency of managers in interviewing, performance management, disciplinary, workforce planning and change.
- Develops and monitors an annual budget that includes HR services, employee recognition, sports teams and community events support, and benefit administration.
- Selects and supervises HR consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, pension administrators and other outside sources.
- Conducts a continuing study of all HR policies, programmes and practices in conjunction with Group and Local regulatory changes, and keeps management informed of new developments.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Develop and administers programmes, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Implements an in-house employee training system that addresses company-training needs including training needs assessment, new employee onboarding or orientation, management development, production cross training, the measurement of training impact, and training transfers.
- Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them;
- Analyse statistical data and reports to identify and determine causes of employee problems and develop recommendations for improvement of organizations employee policies and practices.
- Represent company at employee related hearings and investigations;
- Leads the implementation of company safety and health programmes. Monitors the tracking of OSHA-required data in conjunction with the Group SHEQ Manager;
- Monitors all pay practices and systems for effectiveness and cost containment.
- Ensures the effective management of the monthly payroll process; and addresses any variations that arise, such as overtime payments etc.;
- Manages employee communication and feedback through such avenues as company meetings, suggestion programmes, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, etc.
- Participates in a process of organization development to plan, communicate, and integrate the results of strategic planning throughout the organization.
- Keeps the MD and the Manco informed of significant problems that jeopardize the achievement of company goals and those that are not being addressed adequately at the line management level.
- The HR Manager can assume other responsibilities as assigned by the MD and/or Group Head of HR.

---

**2017/MAY-2018/JUNE: HR MANAGER**

**EVERETT AVIATION LIMITED, TANZANIA  
AND KENYA (NON UNIONIZED)**

**NUMBER OF PERMANENT STAFF: 105**

Everett Aviation Limited, a leading Helicopter Company in East Africa. Stated business in Kenya in 1997 and was then only commercial helicopter operator.

Everett Aviation leading provider of safe and solution oriented fixed & rotary wing aviation services, serving international clients from the energy sector and other government & commercial organizations with specialist aviation needs. The company has eight helicopter (twin engine) and two aircrafts.

**Key Responsibilities:**

- Worked closely with Directors/Department Managers in a HR consultancy role;
- Ensured a strong day-to-day leadership presence;
- Assisted managers to understand and implement HR policies;
- Ensured compliance with HR policies, practices and standards;
- Lead and supported the recruitment and selection process to ensure hiring/staffing objectives were fulfilled with high caliber and properly suited candidates;
- Ensured compliance with labour laws and statutory regulations and reporting requirements;
- Advised on salary scales and other remuneration issues, including promotions and benefits;
- Assisted the MD in negotiating with staff and their representatives on issues relating to working conditions and disciplinary actions;
- Initiated policies, procedures and standards on issues such as working conditions, performance management, disciplinary procedures and chronic absenteeism;
- Managed staff training and development;
- Maintained a professional relationships and act as a key point of contact for different entities such as Ministry of Labour/Immigration, Tanzania Investment Center, Tanzania Petroleum Development Corporation, Ministry of Energy, Ministry of Mining, Ministry of Works, Transport and Communications, Ministry of Finance and Local Government Authorities;
- Complied with government regulation bodies - work permit/residence permits in Kenya/Tanzania;
- Performed of any other related duties and responsibilities as assigned by the MD.

**Achievements:**

- Established a new HR Department;
- Policies reviewed;
- New HR policies introduced, such as Employee Disciplinary Policy and Disciplinary Code Handbook, Leave Policy, Reporting Time and Working Hours, Employee Accountability, Employee Welfare and Work-Related Stress, Strike and Lockout, etc.;
- Introduced HR reports to be submitted daily, weekly, monthly, quarterly and end of year: Such as Staff Turnover report, Absence report, HR Toolkit, Staff Register, Training Report and Management Quarterly Report;
- Established and implemented Company training program.

**REASON FOR LEAVING:** In pursuit of new responsibilities and challenges

**2013/MAY-2017/NOV: HR MANAGER**

**EFC TANZANIA M.F.C LIMITED (NON  
UNIONIZED)**

**NUMBER OF PERMANENT STAFF: 160**

EFC Tanzania M.F.C Limited (EFC Tanzania M.F.C Bank) was the deposit taking microfinance institution (MFI). Officially opened for business in July 2011, its purpose were to contribute to the development of Tanzania's private sector by providing increased access to financial services by the underserved micro and small

---

entrepreneurs' (MSEs) market segment. It was managed by experts DID - Canada, a component of the Desjardins Group.

It was the first deposit taking microfinance institution in Tanzania to be licensed and regulated by Bank of Tanzania. It operated only in Dar es Salaam region with one main branch and four branches (Business Loan Centers).

**Key Responsibilities:**

- Work closely with Head Office and Branch/Department Managers in a HR consultancy role and advise them on all matters pertaining to employment legislation;
- Assist managers to understand and implement HR policies;
- Ensure compliance with HR policies, practices and standards;
- Led and support the recruitment and selection process to ensure Head Office and Branch hiring/staffing objectives are fulfilled with high caliber and properly suited candidates. This include preparing Job Descriptions, advertising/posting, interviewing/testing, shortlisting and selection.
- Ensure compliance with labor laws and statutory regulations and reporting requirements;
- Advise on salary scales and other remuneration issues, including promotions and benefits;
- Assist the MD in negotiating with staff and their representatives on issues relating to working conditions and disciplinary actions;
- Regular meetings with Head Office and Branch/Department Management for HR operational updates, coaching and advice in all matters relating to HRM.
- Initiating policies, procedures and standards on issues such as working conditions, performance management, disciplinary procedures and chronic absenteeism;
- Implementing, maintaining and updating as required HR policies, procedures and standards;
- Manage staff training and development;
- Informing and advising management and staff about working conditions;
- Ensure up-to-date employee file records keeping, contract renewals, employee lists and filing system.
- Maintaining custody and confidentiality all files, documents and information;
- Keeping up-to-date personal leave records and a master EFC leave record;
- Produce reports, analysis and lists for the MD and Board of Directors as required;
- Listen to grievances, make necessary investigations and advise on appropriate remedies as required;
- Manage disciplinary actions in accordance with the EFC Disciplinary Code, the Code of Ethics and Professional Conduct and the Employee Handbook;
- Transport Management: management of a team which provide safe vehicles to support operations, develop transport policies and systems, and liaise with external providers (taxi companies, shuttle services, etc) to provide transport support to all of team members;
- To oversee the smooth running of office systems and services, both at HQ and at Business Loan Centers;
- Coordinate maintenance and security systems and hospitality services for offices and apartments;
- Performance of any other related duties and responsibilities as assigned by the MD.

**Achievements:**

- Formulated and reviewed HR policies and procedures, which helped improve institution performance.
- In one year with EFC I achieved most of my targets, for example for 17 months I hired more than 60 new best employees who contributed in achieving institution targets.

**REASON FOR LEAVING:** I left to join Everett Aviation to establish a new HR Department as part of career growth.

**NUMBER OF PERMANENT STAFF: 119**

TIRDO is a multi-disciplinary research and development organization established by the Government in 1979 to facilitate industrial development in the country.

**Key Responsibilities:**

- Oversee all functions of Human Resource Management including planning, recruitment, performance appraisal, training and development, compensation, health and labour relations in accordance with organization policies and procedures.
- Liaise with the TIRDO RAAWU Branch (Workers union) to instill and maintain harmony at work place.
- Interpret, implement and maintain labor laws and ensure that the organization is fully represented in labor court on all labor related matters.
- Prepare Human Resources Division Budget and coordinate its implementation.
- Review and implementation of policies & procedures such as Scheme of Services, Staff Regulations, Incentive Scheme.
- Maintain a constant communication between the organization and employees and prepare quarterly reports on Human Resource Management matters.
- In-charge of staff welfare matters and administration of the Organization Incentive Scheme.
- Dealt with and coordinate workers health Insurance.
- Perform any other duties as may be assigned by the Director of Human Resources and Administration.

**Achievements:**

- Performed as contributive member of a team to review TIRDO Act.
- Member of Strategic Team review – Reviewed strategic plan.
- Support other functions example Acting Procurement Officer/Estate Manager.

**REASON FOR LEAVING:** After 9 years in Public Sector environment, I decided to join private sector to gain more exposure and strengthening my career.

---

**TRAINING, WORKSHOPS AND CERTIFICATION**

---

- Managing Migration Matters in Tanzania
- Advance Human Resource and Staff Development | Modern Management Institute | Nairobi, Kenya
- Human Capital Management Information Systems (Lawson V9) | TZA Global Development Centre | Dar es Salaam, Tanzania (Training)
- Training for Impact | Maastricht School of Management | Maastricht, the Netherlands
- New Labour Laws and Public Service Labour Legislations, How to Prepare Organization Disciplinary Code Under the new Labor Laws | TZA Industrial Relations Association | Arusha, Tanzania
- Rules of Employment & Labor Relations Act, 2004 and Labor Institution Act, 2004 | TZA Industrial Relations Association | Dar es Salaam, Tanzania
- Strategic Human Resource Management | Institute of Financial Management | Dar es Salaam, Tanzania
- Mediation & Arbitration
- Firefighting training

---

## LANGUAGES & FLUENCY (WRITTEN/VERBAL)

---

	<b>Speaking:</b>	<b>Writing:</b>
▪ English	Proficient	Proficient
▪ Kiswahili	Proficient	Proficient

## COMPUTER & SOFTWARE SKILLS

---

- MS WORD, EXCEL, POWER POINT, LAWSON VERSION 9, etc

## REFERENCE CONTACTS

---

**Full Name:** Adelaide Kwai  
**Title:** Country Manager  
**Company:** ITM Tanzania  
**Mobile/Cell:** +255 756 566 666  
**Email:** adelaida@itmafrica.com

**Full Name:** Tony Macharia  
**Title:** General Manager  
**Company:** Everett Aviation Limited  
**Mobile/Cell:** +254 723 108008 or +255 787 561565  
**Email:** [tonymacharia@gmail.com](mailto:tonymacharia@gmail.com)

**Full Name:** Doris Masengo  
**Title:** HR Manager (Former HR Manager EFC MFC Tanzania)  
**Company:** Mantrac Tanzania Limited  
**Mobile/Cell:** +255 744 320 534  
**Email:** [dmasengo@mantrac.co.tz](mailto:dmasengo@mantrac.co.tz)

## CERTIFICATION

---

I certify that the content of this Curriculum Vitae is a true and correct reflection of my academic qualification and experience.

**NAME/SIGNATURE:** Thomas A.T.J. Macha