

ANDREW ELIAS SIKALENGO

P.O. BOX 21381, DSM
0743420421 / 0653443932
sikalengo.de@gmail.com



Professional Summary

Experienced HR Specialist adept at recruitment, employee relations, benefits administration, and compliance. Committed to maintaining a positive work environment and optimizing HR processes for enhanced employee satisfaction.

Education

2023 - Ongoing Institute of Finance Management, Master of HRM with Law
2013 - 2016 University of Dar es Salaam, BA Economics
2011 - 2013 Lord Baden Powell Memorial High School
2007 - 2010 Azania Secondary School

Work Experience

1. Human Capital Officer I

AutoXpress Tanzania Limited
Dar es Salaam, Tanzania
June 2021 - Present

Key Responsibilities:

I. Recruitment and Staffing:

- Collaborate with line managers to determine staffing needs and create job descriptions.
- Source candidates through multiple channels, including job boards and social media.
- Screen resumes, conduct interviews, and perform background and reference checks.
- Facilitate the onboarding process for new hires.
- Facilitating the acquisition of necessary work and residency permits for expatriates.

II. Employee Relations and Trade Union Matters:

- Act as a point of contact for employee inquiries, concerns, and conflicts, including trade union-related issues.
- Mediate and resolve conflicts between employees and trade unions to maintain a harmonious work environment.
- Provide guidance to managers in handling performance and disciplinary issues in relation to trade union matters.
- Promote employee engagement through effective communication and initiatives, addressing trade union concerns when necessary.

III. Benefits Administration:

- Administer employee benefits programs, including health insurance.
- Assist employees with claim inquiries (WCF, NSSF).
- Coordinate with benefit providers (NSSF, WCF) for accurate administration.

IV. Compliance and Policies:

- Ensure compliance with employment laws and regulations.

- Update and maintain HR policies and procedures.
- Conduct training sessions to promote awareness of HR policies and compliance.

V. Performance Management:

- Support performance appraisal processes and assist in performance improvement plans.
- Monitor performance evaluation timelines and follow-up actions.

VI. HR Reporting and Documentation:

- Maintain accurate employee records, both physical and electronic.
- Generate HR reports and analytics for management review.
- Prepare documentation, including employment contracts and separation agreements.

VII. Training and Development:

- Identify training needs and develop training programs in collaboration with line managers and heads of department.
- Conduct employee training sessions on various HR-related topics.
- Evaluate training effectiveness and make improvements as needed.

VIII. HR Projects and Initiatives:

- Participate in HR projects and initiatives, including employee engagement surveys and culture-building activities.

IX. Commission for Mediation & Arbitration (CMA):

- Participate in the representation of the company in all disputes at the Commission for Mediation & Arbitration.

2. Human Resources Officer

Mini Bakeries Tanzania Limited

Dar es Salaam, Tanzania

June 2016 - May 2021

Key Responsibilities:

- I. Prepare employees' compensation at the end of each month utilizing payroll software (Paymaster) and MS Excel.
- II. Coordinate bank payments on a scheduled basis.
- III. Manage statutory payments such as NSSF and PAYEE for employees, and SDL and WCF for the employer.
- IV. Integrate data from the muster roll into the software to generate accurate time and attendance reports for the month.
- V. Act as the company's representative in cases brought before the Commission for Mediation and Arbitration.
- VI. Conduct surprise visits to all branches to ensure consistent compliance with regulations and policies.
- VII. Update the company's HR policy in line with changes in legislation.
- VIII. Engage with staff to address and resolve issues impacting their performance effectively.

- IX. Ensure meticulous and secure record-keeping of employee information in electronic and digital formats.
- X. Oversee disciplinary procedures and handle employee grievances with fairness and professionalism.

Skills

Human Resources Information System
Labour Law
HR Policy & Strategy
CMA representation

Achievements

- i. Occupational Safety, Health, and Environment Representative - OSHA Certified
- ii. Occupational Health and Safety Risk Assessor - OSHA Certified
- iii. Occupational Health and Safety Training for HR Managers - OSHA Certified
- iv. Fire Warden - Fire & Rescue Authority Certified
- v. Application of Labour Law in Day-to-Day Human Resources Management Activities - Open University

References

Available upon request



THE UNITED REPUBLIC OF TANZANIA

PRIME MINISTER'S OFFICE

MINISTRY OF LABOUR, EMPLOYMENT, YOUTH AND PEOPLE WITH
DISABILITY



OCCUPATIONAL SAFETY AND HEALTH AUTHORITY

REG. NO: RA 21/22/007



Certificate

This is to certify that

ANDREW ELIAS SIKALENGO

Has successfully completed

OHS RISK ASSESSMENT

Held on: 23rd to 27th August, 2021

Date of Issue: 27th August, 2021




Joshua Matiko

Director of Training,
Research & Statistics




Khadija H. Mwenda

Ag. Chief Executive



OCCUPATIONAL SAFETY AND HEALTH AUTHORITY (OSHA)

SHEREP 2023/2024/0655

CERTIFICATE OF ATTENDANCE

This is to certify that

ANDREW ELIAS SIKALENGO
Of AUTOXPRESS (T) LTD

Has attended a training

on

SAFETY AND HEALTH REPRESENTATIVE
COURSE

Held At:
OSHA - HQ

From: 12th - 15th September, 2023
Valid Until: September, 2025

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Khadija H. Mwenda
Chief Inspector

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Joshua Matiko
Director of Training, Research and Statistics



THE UNITED REPUBLIC OF TANZANIA

PRIME MINISTER'S OFFICE

**MINISTRY OF LABOUR, EMPLOYMENT, YOUTH AND PEOPLE
WITH DISABILITY**

OCCUPATIONAL SAFETY AND HEALTH AUTHORITY



OHR/ 2021/22/008

Certificate Of Attendance

This is to certify that

ANDREW ELIAS SIKALENGO

Has successfully attended the

**Occupational Safety and Health Training for
Managers**

Held At:

OSHA -HQ

Date: 10th - 11th August, 2021

Khadija H. Mwenda
Chief Executive

Joshua Matiko
Director of Training,
Research & Statistics



No. 3692

MINISTRY OF HOME AFFAIRS

TANZANIA FIRE AND RESCUE FORCE TRAINING INSTITUTE

Certificate of Attendance

This is to certify that

ANDREW ELIAS SIKALENGO

has Successfully attended a training

FIRE WARDEN COURSE

in

held

from **25TH JANUARY 2023** *to* **27TH JANUARY 2023**

in recognition whereof this certificate is awarded

on this **27TH** *day of* **JANUARY 2023**

CHIEF INSTRUCTOR

COMMANDANT



The Open University of Tanzania
The Directorate of Consultancy Services

hereby certifies that

ANDREW ELIAS SIKALENGO

has successfully completed an intensive training of

**“Disciplinary & Grievance Handling
Procedures as per Tanzania Labour Laws”**

Held on 30th August – 01st September 2023 at The Open
University of Tanzania

Topics Covered:

- Concepts and Steps of Disciplinary Procedure
- Disciplinary Hearing Proceedings Including the Appeals
- Purpose and Benefits of Grievance Procedures
- Steps of Grievance Procedures

Prof. Elifas Tozo Bisanda
Vice Chancellor

Dr. Edfonce Ngemera Nfuka
Director Consultancy Services



The Open University of Tanzania
The Open University Consultancy Bureau

hereby certifies that

ANDREW SIKALENGO

has successfully completed an intensive training of

**“Labour Laws Applicability in Human Resource
Management Daily Activities in Tanzania”**

Held on 26th- 28th October 2022 at The Open University of
Tanzania

Topics Covered:

Employment Standards as per Applicable Labour Laws
Termination of Employment (Reasons and Procedures)
Disciplinary Handling Procedures/Policy
Employment of Non-Citizen
HRM Policies Specified by Laws

Vice Chancellor
Prof. Elifas T. Bisanda

Programme Coordinator
Dr Emmanuel Mallya