

VALENTINE MARTIN KIKOTI
HUMAN RESOURCES MANAGER

PROFILE

over 5 years of experience in managing and providing administrative support to over 350 staff members and laborers. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedule, plus well versed with various issues of Human Resources and Administration including; recruitment, training, performance appraisal, remuneration and compensation, disciplinary practice, payroll management, employee relations, leadership, labour laws and labour disputes.

CONTACT

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National ID: 19910215- 41208-00005- 26

0765 944-025/ 0784 718- 114

Africana, Kinondoni

Dar es salaam, Tanzania

PERSONAL PARTICULARS

Date of Birth : 15th Feb, 1991

Place of Birth : Dar es Salaam

Nationality : Tanzanian

Gender : Male

Marital Status: Single

Residence : Dar es Salaam

LANGUAGES

Swahili

English

EDUCATION

POSTGRADUATE DIPLOMA IN PROJECT MANAGEMENT

INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE (MTF), LISBON, PORTUGAL, AUGUST 2023

BACHELOR OF ARTS (HONS) POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

UNIVERSITY OF DODOMA, DODOMA, TANZANIA, NOVEMBER 2016

MINI MBA IN HUMAN RESOURCES MANAGEMENT

INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE, LISBON, PORTUGAL, NOVEMBER 2023

PROFESSIONAL DIPLOMA IN CORPORATE MANAGEMENT

INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE, LISBON, PORTUGAL, OCTOBER 2023

EXECUTIVE DIPLOMA IN GENERAL MANAGEMENT

INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE, LISBON, PORTUGAL, OCTOBER 2023

PROFESSIONAL DIPLOMA IN COACHING AND MENTORING

INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE, LISBON, PORTUGAL, OCTOBER 2023

EXECUTIVE DIPLOMA IN FINANCIAL MANAGEMENT

INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE, LISBON, PORTUGAL, SEPTEMBER 2023

HR DIPLOMA IN PERFORMANCE MANAGEMENT AND EMPLOYEE DEVELOPMENT

INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE, LISBON, PORTUGAL, NOVEMBER 2023

DIPLOMA IN LAW

ALISON, IRELAND, UNITED KINGDOMS, MAY 2021

UGANDA ADVANCED CERTIFICATE OF EDUCATION (UACE), ST.

MICHAEL HIGH SCHOOL, KAMPALA, UGANDA, DECEMBER 2012

CERTIFICATE OF SECONDARY EDUCATION (CSE)

KIGAMBONI SECONDARY SCHOOL, DAR ES SALAAM, TANZANIA
OCTOBER 2009

WORK EXPERIENCE

HUMAN RESOURCES MANAGER, KIKA CONSTRUCTION COMPANY LTD, CHANG'OMBE, DAR ES SALAAM

OCTOBER 2021-PRESENT

- Manages schedules, organizes office functions, and oversees daily operations of office with 41 employees and over 150 sites laborers. I reduced 9% of company expenditure on salaries and allowances. Introduce Ethics and Disciplinary committee which led to the settlement of more than 37 employees' disputes.

KEY SKILLS AND CHARACTERISTICS

- Strong interpersonal & communication skills • MS Office word, Excel, Outlook • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Excellent Organizational skills • Conflict Resolution and Management • Mediation • Project Management • Planning and Development skills • Fiscal Management • Human Resources Management • Administrative Experience/ skills • Diplomatic skills

TRANSFERABLE SKILLS AND ABILITIES

- Strong people management, team-work, organizational and communication skills
- Self-motivated and creative with ability to use my own initiative to solve problems
- Ability to work in a busy, demanding and multi-tasking work environment
- Working knowledge of the Employment and Labour relations Act of 2004.
- Working knowledge of Occupational Safety and Health guidelines

RESEARCH AND PUBLICATION

2015-2016, I conducted research titled Assessing democratic values among the citizens in Tanzania at University of Dodoma (UDOM), Dodoma.

Helping company to win various CMA cases. Create various departments which led to the good internal communication and easy way of information access. Creating, Implementing and keeping HR Policy manual for all employees. Making sure that the company adheres to all labour law requirements. Coordinating and supervising recruitment and selection of new staff. Preparing, reviewing and administering employment contracts. Designing job descriptions and assigning duties to employees. Registering all employees for NSSF and health insurance schemes. Handling all legal and related issues including cases on mediations. Advising management on compliance to various laws and regulations. Scheduling monthly staff roster and preparing monthly staff payroll. Ensuring that all employees adhere to their contractual obligations. Enforcing disciplinary measures, staff rules and regulations. Handling all staff welfare issues such as leave, overtime, etc. Perform other duties as assigned by managing director.

HUMAN RESOURCES MANAGER REPRESENTING KIKA, JULIUS NYERERE HYDRO POWER PROJECT (JNHPP), COASTAL REGION AND DAR ES SALAAM

FEBRUARY 2022- PRESENT

- Prepared daily, weekly, and monthly reports. Coordinating selection, recruitment and placement of new employees. Administering all employment contracts. Prepare and submitting HR monthly audit report. Designing job descriptions and assigning duties to all employees. Ensuring that all employees adhere to company policies and bylaws. Dealing with staff welfare issues and resolving grievances. Maintaining and updating employees' records and files. Handling all legal and related issues including cases on mediations. Performing other tasks assigned by the Project Manager.

HUMAN RESOURCES MANAGER REPRESENTING KIKA, RUSUMO FALLS HYDROELECTRIC PROJECT (RRFHP), KAGERA REGION AND DAR ES SALAAM

AUGUST 2023- PRESENT

- Administering all employment contracts. Designing job descriptions and assigning duties to all employees. Ensuring that all employees adhere to company policies and bylaws. Dealing with staff welfare issues and resolving grievances. Maintaining and updating employees' records and files. Handling all legal and related issues including cases on

MEMBERSHIP

Tanzania Human Resources & Administration Professionals Association (THRAPA)

- HR Learning and Development
- Human Resources & Talent Management Group
- SHRM Professional Development Program
- Young African Leadership Initiative (YALI)
- The Mwalimu Nyerere Memorial Organization (MNMO)
- Organization of Public Administration Students (OPAS) at University of Dodoma
- Young Entrepreneurship Club (SMICH) at St. Michael High School

HOBBIES

Reading • Environmental conservation • Listening news • Attending seminars and workshops • Football • Learning

mediations. Performing other tasks assigned by the Project Manager.

SECRETARY OF ETHICS AND DISCIPLINARY COMMITTEE, KIKA CONSTRUCTION COMPANY LTD, CHANG'OMBE, DAR ES SALAAM

JANUARY 2022- PRESENT

- To prepare agendas in consultation with the chair. To receive agenda items from other committee members. To check that quorum is present. To minute meetings and circulate the draft minutes to all committee members. To ensure that the chair signs the minutes once they have been approved. To check that committee members and staff have carried out action(s) agreed. To programme discipline panel hearings. To ensure up-to-date records are kept of committee membership. To forward Reports, Plea Form and Notice of Hearing to the Managing director.

MEETING SECRETARY OF MANAGING DIRECTOR AND BOARD OF DIRECTORS, KIKA CONSTRUCTION COMPANY LIMITED, DAR ES SALAAM

FEBRUARY 2022- PRESENT

- To ensure arrangements for meetings are met (preparing the room, arranging for equipment and refreshments, organizing facilities for those with special needs, etc). To ensure up-to-date records are kept. To minute meetings and circulate the draft minutes. To check that quorum is present. To prepare agendas in consultation with the Chair (Managing director)

HUMAN RESOURCES AND ADMINISTRATIVE OFFICER, TARGET SOLUTION LIMITED, TEGETA, DAR ES SALAAM

AUGUST 2017- MAY 2021

- Screening job applications, short listing and interviewing candidates. Drafting and administering all employment contracts. Designing job descriptions and assigning duties to all employees. Registering new employees for pension fund and medical insurance. Ensuring that all employees adhere to company policies and bylaws. Conducting periodic performance appraisal of all company staff. Dealing with staff welfare issues and resolving grievances. Maintaining and updating employees' records and files. Ensuring that the company adheres to labour laws and regulations. Performing other tasks assigned by the Managing Director.

TRAINING, LICENCES AND CERTIFICATIONS

REFEREES

Mkanda S. Magayane
Managing Director

Target Solution Limited
Mobile: +255 713 756 003
Email:

mkandamagayane@gmail.com

Haji Chang'a

Senior Lecturer/ Head of Political
Science and Public Administration
Department

University of Dodoma
Mobile: +255 715 422 924/ +255
784 422 924

Email: [hajichang'a@gmail.com/](mailto:hajichang'a@gmail.com)
Simbani77@yahoo.com

Rtd. Brigadier Gen. Dr. Juma Mwinula

Senior Military Officer/ Principal of
Lugalo Military Health College

Tanzania People's Defense Force
(TPDF)

Mobile: +255 717 182 655

2023: **Institute of Management, Technology and Finance:** Certificate of Professional in Human Resources (SHRM, PHR)

2023: **Institute of Management, Technology and Finance:** Certificate in HR Ethics and Organizational Culture

2023: **Institute of Management, Technology and Finance:** Certificate in cooperate Leadership

2023: **Institute of Management, Technology and Finance:** Certificate in Interviewing skills and Career Development

2023: **Institute of Management, Technology and Finance:** Certificate in Organizational Behavior

2021: **Alison:** Certificate of contract in Law

2021: **Alison:** Certificate of Modern HRM in Recruitment and Selection Process, Certificate in Leadership and Group communication

2022: **Alison:** Certificate in International Human Resources Management

2021: **United States Institute of Peace:** Certificate in Conflict Analysis

2021: **United States Institute of Peace:** Certificate in Mediating Conflict

2022: **United States Institute of Peace:** Certificate in Design, Monitoring and Evaluation

2022: **Young African Leaders Initiative (YALI NETWORK):** Certificate in Public- Private Partnership

2022: **Young African Leaders Initiative (YALI NETWORK):** Certificate in Management of People and Resources

2022: **The Open university:** Certificate in Employee Relations and Engagement:

2022 : **World Health Organization (WHO) Training Centre:** Certificate of Health and Safety in working place

2023: **LinkedIn Learning:** Certificate of Employee learning and development

2023:**LinkedIn Learning:** Certificate of People Analytics

2023:**LinkedIn Learning:** Certificate in Strategic Human Resources

July, 2023: **Epvate & Fortune Training (People Manager Annual Conference, 2023):** Certificate in People Management

2023: **ARIVA ACADEMY, PHILIPINES:** Certificate in Public Speaking

2023: **LinkedIn Learning:** Certificate of HR recruiting communication strategic to retain top talented

2023:**LinkedIn Learning:** Certificate of HR as a Business Partner

2023:**LinkedIn Learning:** Certificate in Human Resources: Payroll

2023: **LinkedIn Learning:** Certificate in Change Management

2023:**Uniathena:** Certificate in Building Resilience at work place

