

**JOB ADVERT**  
**HUMAN RESOURCES EXECUTIVE - ONE POSITION**

**Department: -** Human Resources and Administration  
**Reports to: -** Human Resources Manager  
**Location: -** Magadi  
**Terms: -** Fixed Term Contract

**PURPOSE OF THE JOB**

The HR Executive will play a pivotal role in supporting contractors with Human Resource functions, with a specific focus on payroll management and compliance. Acting as the primary point of contact for all contractor-related issues, the HR Executive will ensure smooth communication, adherence to HR policies, and efficient resolution of concerns to promote a positive work environment

**MAIN RESPONSIBILITIES**

- 1) Ensure timely and accurate processing of contractor payroll.
- 2) Verify and maintain contractor payroll records, ensuring compliance with statutory and organizational requirements.
- 3) Liaise with payroll service provider to resolve contractor payroll-related issues.
- 4) Monitor and ensure contractor compliance with labor laws, organizational policies, and contractual obligations.
- 5) Assist in the preparation and submission of statutory returns for all contractors.
- 6) Stay updated on relevant HR legal requirements and implement changes as needed.
- 7) Support contractors with employee relations and disciplinary matters to ensure legal compliance.
- 8) Act as the primary contact for contractor queries and grievances.
- 9) Address and resolve contractor issues in a timely and professional manner.
- 10) Conduct regular check-ins with contractors to maintain positive engagement and identify areas for improvement.
- 11) Maintain accurate contractor records, including personal information, contracts, and performance reviews.
- 12) Support the development and implementation of HR initiatives aimed at enhancing contractor experience.
- 13) Proactively identify and recommend improvements to payroll and contractor management processes.
- 14) Contribute to the development of HR policies and practices tailored to contractor needs
- 15) Perform any other duties as may be assigned by the Sectional Team Leader

**KNOWLEDGE/SKILLS/EXPERIENCE**

- Diploma in Human Resources Management or Business Administration.
- Bachelor's degree in Human Resources Management will be an added advantage.
- CHRP-K will be an added advantage.
- Basic accounting knowledge (CPA/ACCA)
- Member of IHRM.
- At least 5 years' experience in a similar position or busy function.

**HOW TO APPLY**

Testimonials, CVs and academic certificates must be submitted by email to [Vacancies\\_TCM@tatachemicals.com](mailto:Vacancies_TCM@tatachemicals.com) to be received by on or before **28<sup>th</sup> January 2025**

Tata Chemicals Magadi Limited is an equal opportunity employer and all qualified candidates are highly encouraged to apply.

**Please note we do not ask for any payments during the recruitment process.**