

KEDA (T) CERAMIC COMPANY LIMITED ARE URGENT HIRING

Job Title: HR Supervisor-Compensation and Benefit

Location: Coast Region (PWANI)

Industry: Manufacturing

Reports To: HR Manager

Job Summary

Compensation and Benefit HR Supervisor will support the development and implementation of compensation and benefits programs, ensuring internal equity, external competitiveness, and in compliance with applicable policies and procedures

KEY RESPONSIBILITIES

Payroll Administration

- ✓ Process end-to-end payroll cycles for all employees (monthly/weekly as applicable).
- ✓ Validate attendance records, overtime, and leave balances for accuracy.
- ✓ Ensure correct calculation of wages, deductions, benefits, bonuses, and allowances.
- ✓ Prepare and distribute pay slips and ensure timely salary payments.

Compliance & Record-Keeping

- ✓ Ensure payroll practices comply with local labor laws, tax regulations, and statutory requirements (e.g., social security, pensions, insurance).
- ✓ Maintain accurate and confidential payroll records.
- ✓ Support audits and provide necessary payroll reports/documentation.

Employee Support

- ✓ Respond to employee inquiries regarding salaries, tax deductions, benefits, and other payroll matters.
- ✓ Assist employees with payroll-related issues in a timely and professional manner.

Collaboration & Reporting

- ✓ Work with HRM to align payroll with hiring, promotions, terminations, and benefits changes.

- ✓ Collaborate with Finance to reconcile payroll accounts and prepare payroll-related reports.
- ✓ Generate monthly/quarterly/annual payroll reports for management review.

Compensation Analysis & Benchmarking

- ✓ Conduct market research and salary benchmarking to ensure competitive compensation practices.
- ✓ Analyze internal pay structures, salary ranges, and pay equity across departments and roles.
- ✓ Provide recommendations for salary adjustments, promotions, and merit increases.

Program Design & Administration

- ✓ Support the design, implementation, and administration of base pay, incentive, and bonus programs.
- ✓ Maintain compensation structures, pay bands, and job leveling frameworks.
- ✓ Assist in annual compensation reviews, merit cycles, and bonus distribution processes

REQUIREMENTS:

- ❖ Bachelor's degree in HR or equivalent field
- ❖ 3+ years of experience of similar or related roles
- ❖ Strong understanding of compensation, benefits strategies and best practices
- ❖ Experience in payroll administration and compliance requirements
- ❖ Excellent communication and interpersonal skills
- ❖ Strong organizational and time-management skills

If you meet the requirements, please share your updated CV to:

kedagf_tz_hr@twyfordtile.com

Deadline is 20th Dec 2025

Important: Please ensure your CV highlights how your experience directly meets our essential requirements."

Only shortlisted candidates will be contacted.