

HR Business Partner – Talent Acquisition, Talent & Performance Management

Location: Dar es Salaam, Tanzania

Reporting To: Head of Human Resources

Job Purpose

- Ensure the Bank has the right people in the right roles at the right time through quality recruitment to enhance productivity.
 - Monitor talent management processes and provide insights for informed decision-making.
 - Oversee performance management processes and data to support management decisions.
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Key Responsibilities

1. Talent Acquisition

- Manage recruitment based on business needs, HR observations, and group approval.
 - Liaise with recruitment agencies as needed.
 - Compile candidate lists and conduct shortlisting.
 - Organize and coordinate interviews.
 - Ensure candidates receive Job Descriptions (JDs) prior to interviews.
 - Prepare interview feedback reports.
 - Maintain a database of unsuccessful candidates for future opportunities.
 - Forward successful candidates to Compensation & Benefits for onboarding processes.
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2. Talent Management

- Monitor staff talent pools (HIPOs, HIPERFS, and critical role holders).
- Ensure competency mapping is available for key talent and critical roles.
- Identify and compile skill gaps and share with Learning & Development (L&D).
- Track critical roles and assess competencies of role holders.
- Ensure timely completion of talent review processes.
- Compile and prepare talent review documentation.
- Support HR team in preparing HR reports.
- Maintain HR diary (appraisals, confirmations, contract renewals).
- Ensure proper exit documentation (clearance forms, exit interviews, etc.).
- Advise on succession planning and monitor staff transfers/movements.

3. Performance Management

- Monitor employee performance activities.
 - Ensure performance reviews are conducted as per policy timelines.
 - Compile performance data, KPIs, and review reports.
 - Digitize performance management documentation.
 - Support employee satisfaction surveys (administration and reporting).
 - Address performance-related issues.
 - Promote clear understanding and use of Job Descriptions.
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Qualifications

- Bachelor's Degree in Business Management, Human Resource Management, or related field.
 - Fluent in spoken and written English.
 - Proficiency in Microsoft Office applications.
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Experience

- Minimum of 2 years' experience in Human Resources.
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Skills & Competencies

- Strong planning, organization, and execution skills.
 - High level of integrity, discretion, and confidentiality.
 - Ability to work independently with minimal supervision.
 - Excellent time management and ability to meet deadlines.
 - Strong problem-solving and attention to detail.
 - Flexible and adaptable to change.
 - Team-oriented with a positive and cooperative attitude.
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Application Instructions

Interested candidates who meet the above criteria should submit their **Curriculum Vitae (CV)** to:

 hrrecruitment@ecobank.com

 **Deadline:** 20th April 2026 at 5:00 PM