

FOLKER DAMIAN JUSTIN

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PERSONAL PARTICULARS

Date of Birth : 3rd January 1980
Place of birth : Mwanza
Gender : Male
Nationality : Tanzanian
Marital Status: Married
Residence : Dar es Salaam

EDUCATION BACKGROUND

2004-2008: **Advanced Diploma in Human Resources Management**
Institute of Social Work (ISW)
2000-2002: **Advanced Certificate of Secondary Education (ACSE)**
Sangu High School
1996-1999: Certificate of Secondary Education (CSE)
Kaengessa Seminary School

WORK EXPERIENCE

April 2020 up to October,20,2022, **AKO GROUP LIMITED**

POSITION: HUMAN RESOURCE BUSINESS PARTNER, ROTATING IN SEVERAL SITES LIKE BARRICK NORTH MARA, BARRICK BULYANHULU, AND GEITA GOLD MINE (GGM).

Key responsibilities:

- Human Resources Policy
- Formulating Companies Salary Scale for all Department
- Human Resources Planning and Organization Chart
- Office Management Systems and Procedures
- Recruitment, Selection, Placement, and Orientation Training
- Employment Contracts of Job Descriptions
- Employee files Documentation by making Control numbers for all Employees.
- Staff Attendance and Biometric System Management
- Occupational Safety and Health (OSHA) Act Compliance
- Employment and Labour Relations Act Compliance
- Environmental Management Act Compliance
- Monthly Payroll Administration (Aruti Payroll Management System)
- Monthly Statutory Submissions (PAYE, NSSF) Compliance
- Performance Management Systems (Performance Appraisal)
- Employee Welfare (Leave, Sickness, Loans, etc)
- Employee Training and Development
- Residence and Work Permits for Foreign Employees
- Disciplinary Measures and Dispute Resolution
- Labor Court Issues (Commission for Mediation and Arbitration)
- Government Liaison and Communications
- Consolidated Annual Human Resources Report

January 2020 up to March 2020, **ALVIC BULDERS COMPAN LIMITED**

POSITION: HUMAN RESOURCE MANAGER, (Three months special The program, At Julius Nyerere Hydropower Project, Sub Contractor From The Arab Contractors).

Key responsibilities:

- Human Resources Policy
- Formulating Companies Salary Scale for all Department
- Human Resources Planning and Organization Chart
- Office Management Systems and Procedures
- Recruitment, Selection, Placement, and Orientation Training
- Employment Contracts of Job Descriptions
- Employee files Documentation by making Control numbers for all Employees.
- Staff Attendance and Biometric System Management
- Occupational Safety and Health (OSHA) Act Compliance
- Employment and Labour Relations Act Compliance
- Environmental Management Act Compliance
- Monthly Payroll Administration (Aruti Payroll Management System)
- Monthly Statutory Submissions (PAYE, NSSF) Compliance
- Performance Management Systems (Performance Appraisal)
- Employee Welfare (Leave, Sickness, Loans, etc)
- Employee Training and Development
- Residence and Work Permits for Foreign Employees
- Disciplinary Measures and Dispute Resolution
- Labour Court Issues (Commission for Mediation and Arbitration)
- Government Liaison and Communications
- Consolidated Annual Human Resources Report

April 2019- Up to December 2019, **PEACOCK HOTEL LIMITED**

POSITION: HUMAN RESOURCE MANAGER (seven months special program).

Key responsibilities:

- Human Resources Policy
- Formulating Companies Salary Scale for all Department
- Human Resources Planning and Organization Chart
- Office Management Systems and Procedures
- Recruitment, Selection, Placement, and Orientation Training
- Employment Contracts of Job Descriptions
- Employee files Documentation by making Control numbers for all Employees.
- Staff Attendance and Biometric System Management
- Occupational Safety and Health (OSHA) Act Compliance
- Employment and Labour Relations Act Compliance
- Environmental Management Act Compliance
- Monthly Payroll Administration (Aruti Payroll Management System)
- Monthly Statutory Submissions (PAYE, NSSF) Compliance
- Performance Management Systems (Performance Appraisal)
- Employee Welfare (Leave, Sickness, Loans, etc)
- Employee Training and Development

- Residence and Work Permits for Foreign Employees
- Disciplinary Measures and Dispute Resolution
- Labour Court Issues (Commission for Mediation and Arbitration)
- Government Liaison and Communications
- Consolidated Annual Human Resources Report
- Dealing with all legal matters of the company
- Performing other administrative tasks as assigned by the Director

Mar 2016 up to Mar 2019, **ABOUD GROUP OF COMPANIES**

(Including ABOUD BUS SERVICE, ABOUD TELEVISION, MOHAMED ABOUD CARGO, AND ABOUD SEEDS COMPANY)

POSITION: HUMAN RESOURCE MANAGER

Human resource in charge of a group of 4 subsidiary companies with more than 750 employees. My main responsibility is being in charge of all Human Resources Management functions).

Key responsibilities:

- Human Resources Policy
- Human Resources Planning and Organization Chart
- Office Management Systems and Procedures
- Recruitment, Selection, Placement and Orientation Training
- Employment Contracts of Job Descriptions
- Employee Files and Documentation
- Staff Attendance and Biometric System Management
- Occupational Safety and Health (OSHA) Act Compliance
- Employment and Labour Relations Act compliance
- Environmental Management Act Compliance
- Monthly Payroll Administration (Aruti Payroll Management System)
- Monthly Statutory Submissions (PAYE, NSSF) Compliance
- Performance Management Systems (Performance Appraisal)
- Employee Welfare (Leave, Sickness, Loans, etc)
- Employee Training and Development
- Residence and Work Permits for Foreign Employees
- Disciplinary Measures and Dispute Resolution
- Labour Court Issues (Commission for Mediation and Arbitration)
- Government Liaison and Communications
- Consolidated Annual Human Resources Report
- Dealing with all legal matters of the company
- Performing other administrative tasks as assigned by the Director

Sep 2013-Feb, 2016, **SB ENTERPRISES LIMITED**

POSITION: HUMAN RESOURCES MANAGER

Key responsibilities:

- Develop an annual Human Resource Plan
- Monthly consolidated HR Report submitted to management
- Recruitment, Selection, Job Descriptions, and contracts
- Biometric Staff Identification and Attendance System
- Monthly headcount, payroll, and salary administration
- Pension funds registration and contribution submission
- Staff performance appraisal and appraisal reports
- Staff meetings, welfare issues, e.g. leave, sickness

- Employee Discipline, Industrial Relations, Labour Laws and Regulations
- Residential and work permits for expatriates

Mar, 2011-Mar, 2013 **METRO STEEL MILLS LIMITED**

POSITION: HUMAN RESOURCES OFFICER

Key responsibilities:

- Overall Human Resources Management Functions
- Recruitment, Selection and Employment Contracts
- Monthly Payroll Management using Orange Human Resources System
- Employee Attendance Management
- Employee Records and Files Management
- Employee and Industrial Relations Management
- Employee Disciplinary Hearings
- Employee Performance Appraisal, Training and Development
- Employee Welfare and Benefits Administration

Feb, 2009-Jan, 2011 **SIMBA STEEL COMPANY LIMITED**

POSITION: HUMAN RESOURCES OFFICER

Key responsibilities:

- Overall Human Resources Management Functions
- Recruitment, Selection, and Employment Contracts
- Monthly Payroll Management using Orange Human Resources System
- Employee Attendance Registry
- Employee Occupational Safety and Health Management
- Workplace Safety Training and Supervision
- Incidence and Accidents Reporting and Management
- Labour and Employment Relations

TRANSFERABLE SKILLS AND ABILITIES:

- Ability to work in demanding and busy working environment
- Interpersonal, organizational, administrative, and teamwork skills
- Working knowledge of the Employment and Labor Relations Act
- Working knowledge of Occupational Safety and Health guidelines

REFEREES:

Dr. Joseph Pessa

Lecturer

Institute of Social Work

Mobile: 0753-208375

Aman Raphael

Group Training and HR Manager

Double Tree by Hilton

Mobile: 0713-751052

Mathias Hilary John

HR and Admin Manager,

Kings Builders Ltd.

Mobile: 0756-028550