



BESIX BALLAST NEDAM (BBN) LIMITED JOB ADVERTISEMENT – Timekeeper Cum HR Assistant

BESIX Ballast Nedam (BBN) Limited, the CONTRACTOR for the Engineering, Procurement and Construction of the Jetty and Load Out Facilities in the Tanga Bay for the East African Crude Oil Pipeline (EACOP) Project, invites job application for **Timekeeper Cum HR Assistant**.

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Area
Position Title	Timekeeper
Reports To:	Finance & Administration
Employment Duration	June 2023 to June 2025
Job Type	Full Time

Purpose and scope of assignment

A Timekeeper Cum HR Assistant is responsible for accurately recording and monitoring the schedules, manhour, timesheets of employees and accurately process the payroll for monthly salary payments. Under this job profile he/she will also be responsible for performing all other HR department duties as required and/or directed.

Job responsibilities

- Monitor and record employee work hours accurately.
- Accurately update all employee work hour records on designated database.
- Ensure all timesheet and OT hours worked have necessary approval before being updated.
- Process payroll based on recorded hours, attendance and all other related payroll inputs.
- Tracking and observing all legal requirements relating to payroll and wage payments.
- Observing and reporting any necessary information regarding employees.
- Provide reports to management regarding employee attendance, tardiness, and productivity
- Ensure compliance with company policies and government regulations regarding work hours and overtime pay.
- Tracking and updating all employees leave records.
- Making sure that all HR related documents and files are properly filed.
- Perform all other HR Department functions as required or directed by Superior.

Job qualification, experience and skills.

Applicant should possess the following.

- Bachelor degree in human resources, economics or other related fields.
- Not less than 3 years of experience working on Timekeeping roles.
- Experience in performing HR roles will be a plus.
- Good knowledge of excel is a must and SAP will be a plus.
- Must have good command of English language and ability to clarify issues.
- Must have strong attention to detail to ensure they record the correct information for each task.

Apply to:

All Applications should be sent by email to jobs@bbnlttd.co.tz (Max. Email & attachment size: 20 MBs and all attachments to be combined in a single document) on or before 10th June 2023, 17:00hrs.

NOTICE; NO HIRING AT THE GATE!!!

PLEASE NOTE, if you are not contacted within 2 weeks after deadline date, consider your application unsuccessful.