

Yuvas Samwel Mpumbiye
Human Resource Manager
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Professional Summary

Strategic Human Resources professional with 7+ years of progressive experience in HR management, talent acquisition, employee relations, performance management, organizational development, and HR operations. Proven experience partnering with senior leadership to develop and implement people strategies, strengthen HR systems, ensure labour law compliance, and drive employee engagement and organizational effectiveness. Experienced in both international humanitarian and private-sector environments, with strong capabilities in workforce planning, HR transformation, capacity building, and people management.

Core Competencies

HR Strategy & Planning | Talent Acquisition | Workforce Planning | Employee Relations | Performance Management | Learning & Development | Compensation & Benefits | Labour Law & Compliance | Organizational Development | HR Policies & Systems | Succession Planning | HR Operations & Administration

Working Experience

Title: *Human Resource Manager*

Duration: *Jan 2026 – Present*

Organization: *Elerai & Northern Constriction Ltd -Arusha, Tanzania*

A Class One construction and engineering companies engaged with 861 staff and 3,939 casual Labour in civil and building works, road and infrastructure projects, electrical and technical services, equipment operations, and property management across Tanzania.

Related Responsibilities

- Lead HR department of 7 staff in various technicalities related to HR strategies, policies, procedures, and systems aligned with business objectives and labour requirements.
 - Lead workforce planning, talent acquisition, recruitment, onboarding, and employee lifecycle management.
 - Drive performance management, employee development, training, career progression, and succession planning initiatives.
 - Provide strategic HR guidance to management on employee relations, disciplinary matters, grievances, workforce planning, and organizational development.
 - Ensure compliance with Tanzanian labour laws, statutory requirements, employment contracts, and internal HR policies.
 - Oversee compensation and benefits, HR records, workforce reporting, employee engagement, and HR operations to support effective people management
 - Coordinate HR audits, compliance reviews, and implementation of corrective actions to strengthen HR governance.
 - Oversee general administration, facilities, office services, company assets, and administrative support operations.
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Title: *Head of Human Resource*

Duration: *Jan 2024– to Dec 2025*

Organization: *International Rescue Committee –Tanzania Program* – The humanitarian organization works in more than 40 countries to help people affected by humanitarian crises survive, recover, and rebuild their lives.

Specifically Emergency Response Program (The United Nations Funded Program - UNHCR, BPRM, UNFPA, UNICEF, USAID, etc) in humanitarian programming. Org Link: <https://www.rescue.org/country/tanzania>.

Related Responsibilities

- Led end-to-end HR operations, including recruitment, workforce planning, onboarding, employee relations, performance management, and staff development.
- Developed and implemented HR strategies called Global FY 100 Strategies aligned with organizational objectives, business plans, and workforce priorities.

- Managed recruitment and talent acquisition processes to attract, select, develop, and retain high-performing employees.
- Provided HR advisory support to management and supervisors on employee relations, disciplinary matters, performance issues, and labour law compliance.
- Managed employee records, contracts, HR documentation, and statutory compliance, ensuring audit readiness and data accuracy.
- Coordinated compensation and benefits reviews, salary benchmarking, and workforce cost analysis to support competitive and sustainable remuneration.

Title: *HR Specialist*

Duration: *Jan 2023 to Dec 2023*

Organization: *International Rescue Committee –South Sudan Program* –The humanitarian organization works in more than 40 countries to help people affected by humanitarian crises survive, recover, and rebuild their lives. Specifically Emergency Response Program (The United Nations Funded Program - UNHCR, BPRM, UNFPA, UNICEF, USAID etc) in humanitarian programming. Org Link: <https://www.rescue.org/country/south-sudan>

Related Responsibilities

- Led IRC SS's HR transformation and capacity building initiatives aimed at transforming local HR practices to align with IRS's global HR standards and IRC frameworks.
- Designed and delivered training and coaching sessions for South Sudan's HR team and management on modern HR practices, compliance, and organizational policies.
- Acted as a change agent, supporting the transition from traditional HR approaches to strategic, systems-driven HR management.
- Advised senior leadership on HR structure, policy alignment, and workforce planning, ensuring relevance to both local context and global expectations.
- Developed communication materials, guidance notes, and training resources to support ongoing staff development and policy understanding.
- Strengthened administrative and HR systems by reviewing, updating, and implementing policies and procedures in line with international best practices.
- Supported advocacy and organizational positioning by preparing briefings, reports, and strategic communication materials for internal and external stakeholders.

Title: *Human Resource Officer*

Duration: *Feb 2021– Dec 2022*

Organization: *Medical Team International (MTI)* - Medical Teams International is a humanitarian organization providing life-saving health services to refugees and host communities in Tanzania, focusing on maternal health, disease prevention, and emergency medical care in crisis settings.

Org Link: <https://www.medicalteams.org/who-we-are/>

HR Responsibility

- Supported workforce planning, talent acquisition, employee engagement, staff development, and retention initiatives aligned with organizational priorities.
- Advised on organizational structures, position requirements, staffing analysis, and HR inputs during program and grant development processes.
- Led recruitment activities, including candidate sourcing, screening, selection, and development of talent pipelines.
- Coordinated employee engagement, gender equality, staff care, and employee welfare initiatives.
- Prepared HR metrics and workforce analysis to support management decision-making and HR planning.
- Supported HR policy implementation, employee relations, legal compliance, and HR administrative processes.
- Actively participated in proposal design and grants opening and review meetings (GRMs, GOMs) specifically advising on organizational structure, position scoping, demographic/staffing analysis, and other inputs critical to ensuring a strong HR foundation to support program quality.
- Conducted monthly and quarterly strategic HR metrics and analysis to advise SMT and Regional HR decision-making.

Title: *Human Resource Officer*

Duration: *Jan 2020 to Jan 2021*

Organization: *YoungLife –Tanzania Program* - Young Life is an international organization based in more than 18 Countries that focuses on young people in middle school, high school, and college.

Link: <https://africa.younglife.org/country/tanzania/>

General Responsibility:

- Managed recruitment and selection activities, including candidate screening, interviews, reference checks, vetting, onboarding, and employment documentation.
- Supported talent management, succession planning, performance management, and employee development initiatives.
- Managed employee relations, grievance resolution, disciplinary processes, and employee exit procedures.
- Coordinated learning and development activities and facilitated HR-related training sessions.
- Supervised HR and administrative support staff while maintaining accurate personnel records and compliance with organizational policies and labour requirements.
- Supported employee engagement, staff communication, team-building, and staff welfare initiatives.

ACADEMIC QUALIFICATION

<i>Education Level</i>	<i>INSTITUTION</i>	<i>YEAR</i>
Bachelor's Degree in Human Resource management	Mzumbe University	2018

PROFESSIONAL TRAINING & DEVELOPMENT

Year	Training / Course	Agency	Location
2025	Strategic Human Resources Management & Workforce Planning	ATE	Dar es salaam
2025	Advanced Employee Relations & Disciplinary Management	ILO Training Centre	Turin, Italy
2024	Labour Law, Employment Relations & Workplace Compliance	ATE	Dar es salaam
2024	Performance Management & Talent Development	CIPD	Online
2023	Compensation & Benefits Management	AMSCO	Nairobi, Kenya
2022	HR Analytics, Workforce Planning & HR Metrics	Coursera	Online
2024	Organizational Development & Change Management	Humanitarian Leadership Academy	DR Congo
2023	Safeguarding, PSEA & Staff Duty of Care	UNHCR	Sudan

REFERENCE

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