



## HUMAN RESOURCES SERVICES PROFILE

### WHO WE ARE

HLB stands as a beacon of excellence in the realm of HR solutions within Tanzania. With a profound understanding of local intricacies and a relentless pursuit of quality, we offer specialized services in HR outsourcing, meticulous HR compliance audits, and expert HR consulting. Our mission is clear: to redefine workforce management and compliance, empowering businesses to flourish in an ever-changing landscape. At HLB, we are more than just a service provider; we are your dedicated partner in achieving sustainable success.

### OUR MISSION

Empowering businesses through comprehensive HR solutions, our mission at HLB is to revolutionize workforce management and compliance. With a commitment to excellence and integrity, we provide cutting-edge HR outsourcing services, tailored compliance audits, and expert consulting. Our aim is to optimize workforce efficiency, mitigate risks, and foster strong partnerships, enabling our clients to achieve their goals efficiently and sustainably.

### OUR VISION

To be the trusted partner of choice for businesses seeking transformative HR solutions and unparalleled expertise in workforce management and compliance. We envision a future where organizations thrive with optimized workforce efficiency, minimized risks, and strengthened partnerships, driven by our commitment to excellence, innovation, and integrity.

### OUR SERVICES

- HR COMPLIANCE AUDIT
- PAYROLL MANAGEMENT
- HR OUTSOURCING
- HR CONSULTING
- TRAINING AND CAPACITY BUILDING

## HR COMPLIANCE AUDIT

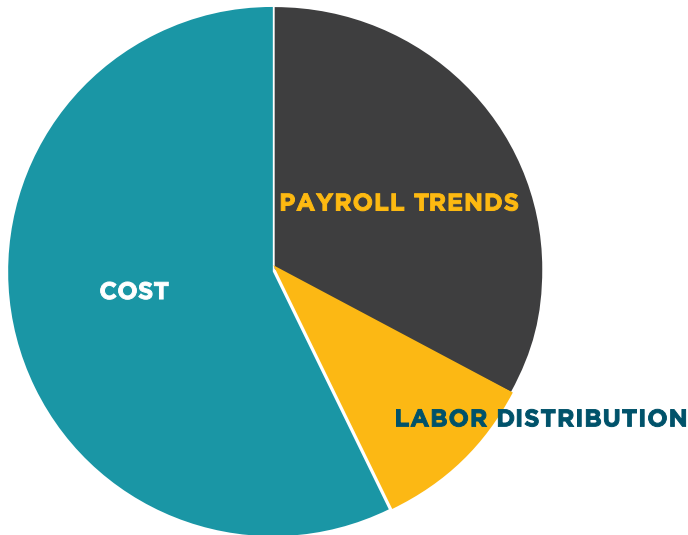
- Conduct comprehensive audits of your HR policies, procedures, and practices to assess compliance with legal requirements and industry standards.
- Identify areas of non-compliance, inefficiency, or risk exposure and recommend corrective actions.
- Review HR documentation, including employee files, contracts, and records, to ensure accuracy, completeness, and confidentiality.
- Provide detailed audit reports outlining findings, recommendations, and action plans for improvement.
- Act as a liaison between clients and labor officers, handling labor matters related to labor inspections and implementation of the Employment and Labour Relations Act.

## PAYROLL MANAGEMENT

At HLB, we recognize the importance of accurate and efficient payroll management in ensuring the satisfaction and well-being of your employees. Our HR services in payroll management are designed to streamline the payroll process, minimize errors, and ensure compliance with regulatory requirements, allowing you to focus on your core business activities with peace of mind. Our team of payroll experts is dedicated to providing exceptional customer service and support to address any questions or concerns you may have regarding payroll management. We strive to deliver personalized solutions and assistance to meet your organization's unique needs and requirements.

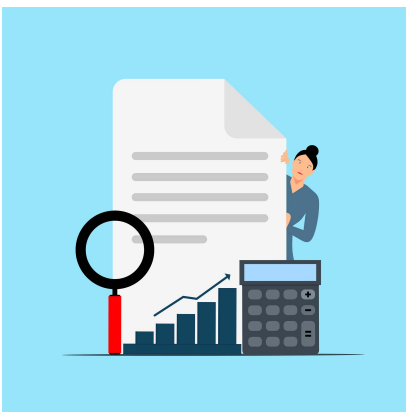
### a) Payroll Reporting and Analytics:

We provide comprehensive payroll reporting and analytics to help you gain insights into your payroll data and make informed business decisions. Our customizable reports cover various aspects of payroll, including employee costs, labor distribution, and payroll trends, allowing you to identify areas for improvement and optimize payroll processes.



### c) Tax Compliance:

Our team stays up-to-date with the latest tax regulations and compliance requirements to ensure accurate and timely tax filings for your organization. We handle all aspects of payroll tax compliance, including withholding taxes, filing tax returns, and providing year-end tax reporting for employees.



### e) Integration with HR Systems:

We offer seamless integration of payroll services with your existing HR systems and software, allowing for efficient data sharing and work flow automation. Our integrated approach ensures data accuracy, reduces manual errors, and enhances overall efficiency in payroll management.

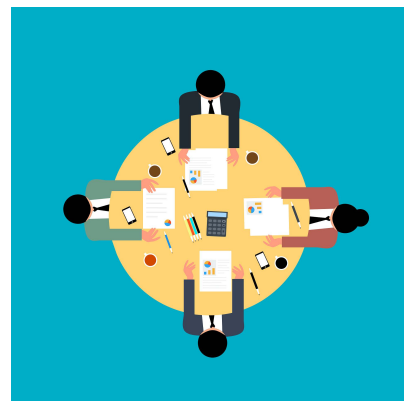
### b) Payroll Processing:

We offer comprehensive payroll processing services tailored to meet the unique needs of your organization. Our experienced payroll specialists handle all aspects of payroll processing, including calculating salaries, wages, bonuses, deductions, and taxes, ensuring accuracy and timeliness in every payroll cycle.



### d) Leave Management:

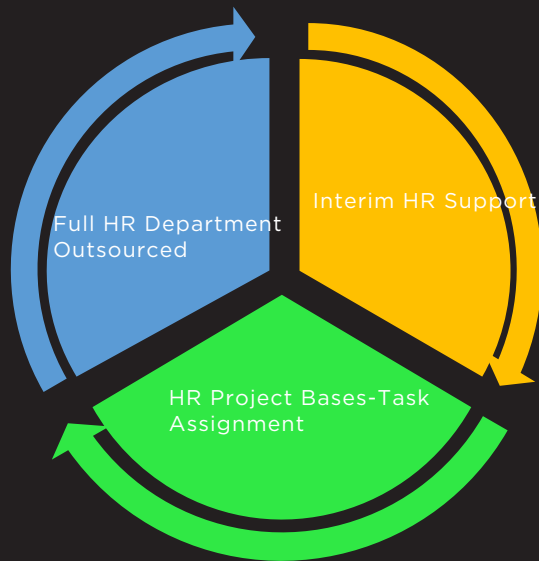
We streamline leave management processes by accurately tracking and managing employee leave balances, including vacation days, sick leave, and other types of paid time off. Our automated leave management system helps reduce administrative burdens and ensures compliance with company policies and regulations.



### f) Employee Benefits Administration:

We manage employee benefits administration as part of our payroll services, including processing contributions to retirement plans, health insurance premiums, and other employee benefits. Our goal is to ensure that your employees receive the benefits they are entitled to in a timely and accurate manner.

## HUMAN RESOURCES OUTSOURCING



We offer three primary HR outsourcing. This includes;

### a) Business owners choosing to outsource HR services

HR outsourcing is an economical option for businesses without a full-service HR department in-house to provide high-level HR services to their organization. In this model, entire HR functions such as benefits administration, recruiting, onboarding, employee and management training, performance management, employee relations, and more are outsourced to HLB. This option allows businesses to pay for HR services without having to employ and maintain a full-time HR manager or an entire team.

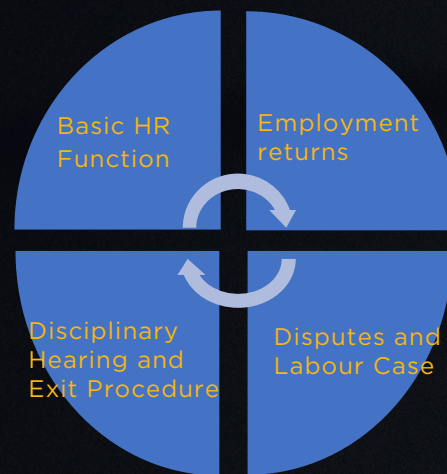
### b) HR Project

The HR projects option is a perfect solution for organizations needing support with a specific HR task or individual project for which the client hires HLB on a per-project basis. In this model, a HLB consultant assumes complete responsibility for projects, these could include projects such as drafting job descriptions or an employee handbook, recruiting for a hard-to-fill position, developing a performance management system, conducting an HR audit, structuring a compensation plan, enhancing employee benefit offerings, and many more options.

### c) Interim HR Support

Interim HR support allows a business to outsource the full-time workload of an on-staff HR manager or director to one of our talented consultants temporarily. This model is particularly helpful to organizations with an HR employee on leave of absence for any reason or if the company has an HR.

## HR CONSULTANCY



- a) Offer expert advice and guidance on a wide range of HR issues, including recruitment and selection, compensation and benefits, employee engagement, employee relation and organizational development.
- b) Assist in the design and implementation of HR systems, processes, and technology solutions to streamline operations and improve efficiency.
- c) Serve as a trusted partner and advisor to senior management, HR teams, and other stakeholders, offering insights and solutions to address complex HR challenges.
- d) Offering employment case/ Disputes management at CMA.
- e) We assist our client in managing and coordinating other external legal consultants who were assigned tasks of representing our client's labour cases at the Commission for Mediation and Arbitration and Labour courts in Tanzania. Our objective is to ensure our client's interest is fully discharged and safeguarded within these legal forums.

HLB offers a variety of HR consulting services including:

- a) Disciplinary Procedure and exit management. Provide support and tools necessary to effectively perform and manage discipline within the organization with less or zero risk of facing a labor case in the organization.
- b) Employee Engagement. Define employee engagement goals; measure levels of employee engagement through surveys and interviews; make recommendations for optimizing employee engagement; implement engagement initiatives; and measure initiatives' success.
- c) Compensation. Define compensation philosophy; design and manage salary, bonuses, stock options and other forms of compensation according to compensation philosophy; evaluate effectiveness of compensation plans; and ensure compensation equity among all employees.
- d) Employee Benefits. Design, deliver and administer employee benefit plans; evaluate the competitiveness and effectiveness of benefit plans on employee retention and morale;
- e) Recruiting and Talent Acquisition. Handle full-cycle recruiting or any part of the process; draft job descriptions and postings; negotiate compensation packages; conduct interviews; and handle on boarding activities.
- f) Performance Management. Develop performance management systems and tools; conduct supervisory and employee training; handle performance issues; and integrate performance management into the compensation system
- g) Management Training. Identify training needs; and conduct supervisory training including compliance with employment laws and best practices.

Outsourcing workforce management can free up your business to focus on its strengths, allowing your staff to concentrate on their main tasks and on future strategy.

- a) HLB provides a cost-effective alternative to traditional hiring and labour management, helping you save on recruitment and administrative costs.
- b) Quality Assurance: We adapt to your business's changing demands, providing a flexible labour force that can scale up or down as needed.
- c) Flexibility: We stay up-to-date with labour laws and regulations, ensuring that all workforce management is fully compliant.
- d) Compliance: Our team is available 24/7 to assist you with any labour -related needs or concerns
- e) Dedicated Support: We value long-term relationships and aim to become your trusted partner in HR solutions.

## TRAINING AND CAPACITY BUILDING

At HLB, we recognize the critical role that training and capacity building play in fostering the growth and development of your workforce. Our HR services in this domain are designed to empower your employees with the knowledge, skills, and capabilities they need to excel in their roles and contribute effectively to the success of your organization.

### a) Training Needs Assessment:

We begin by conducting a comprehensive assessment of your organization's training needs. This involves understanding your strategic objectives, identifying skill gaps, and determining the most effective training solutions to address them.

### b) Customized Training Programs:

Based on the assessment findings, we develop tailored training programs that align with your organization's goals and objectives. Whether it's technical skills training, leadership development, or soft skills enhancement, our programs are designed to meet the specific needs of your workforce.

### c) Training Delivery:

We offer flexible training delivery options to accommodate the diverse needs of your employees. This includes in-person workshops, virtual training sessions, e-learning modules, and blended learning approaches, ensuring accessibility and convenience for all participants.

### d) Experienced Trainers:

Our team of experienced trainers and subject matter experts deliver engaging and interactive training sessions that inspire learning and knowledge retention. They bring a wealth of industry experience and expertise to the table, enriching the training experience for your employees.

### e) Evaluation and Feedback:

We believe in the importance of measuring the effectiveness of our training programs. Through evaluation surveys, feedback sessions, and post-training assessments, we gather valuable insights to continuously improve our offerings and ensure maximum impact.

### f) Continuous Support:

Our commitment to your organization doesn't end with the completion of training programs. We provide ongoing support and follow-up to reinforce learning outcomes, address any challenges that may arise, and provide additional resources as needed.

## Contact Us

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