

# WE'RE HIRING!

JOIN OUR TEAM

DATA ANALYST

VAELL  
POSITION

(Kenya)

## ROLES/DUTIES

- **Project Management**
- **Managing Reports and necessary documentation**
- **Spearheading and seeking partnerships with institutions.**
- **Cost Management**
- **Team Management.**
- **Formulate key strategies to pursue project targeted goals and objectives**
- **Analyze expenditures and project performance.**
- **Documenting projects' history, including what was done, who was involved, and what could be done better in the future**
- **Asset management and stock taking of all assets and equipment.**
- **Work with garages and mechanics to ensure maximum service is provided to our fleet.**
- **Record keeping of all files. Have an asset register and update disposal schedules on daily basis.**
- **Manage the general administration of the office and staff.**
- **Work with HR Manager in terms of people management and as guided from time to time.**
- **Assist in workforce planning and coming up with strategies of overall group impact.**
- **Daily plans, weekly and monthly reports.**
- **Compliance to company policies.**

## QUALIFICATIONS

- **Be located in Tanga office.**
- **Handle all staff issues and concerns.**
- **Expert in Tanzania Laws and regulations.**
- **Knowledge of the employment act of Tanzania.**



To apply mail your cv ,cover letter and a copy of your academic documents via mail [hr@vaell.com](mailto:hr@vaell.com) or drop in our nearest branch.



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