

# Discover HR

Activities | Achievements | Experience  
Q4 | October - December, 2022



## PARTNERS IN PROGRESS

### Q4 Highlights

Unit Feature  
21st Century Textiles Limited

Support Staff  
Ikram Poppe

Employee Engagement  
HR Retreat

Special Feature  
Motivation through Progress





Pata Jersey ya Simba  
**BUREEE** Ukinunua  
Piki Piki kutoka kwetu  
kwa punguzo la BELL!



## OFFER



2 Helmets



1 Tshirt



Third Party  
Insurance



1 year Engine  
warranty





MOeLECTRO



# Nufaiika Kazini kwako



**Jipatie Bidhaa  
za Nyumbani**

**Kwa Maelezo zaidi  
wasiliana na ofisi ya HR wako**

*\*Vigezo na Masharti kuzingatiwa*





# Table of Contents

- 1 **Letter from the Editor**  
Partners in Progress
- 2 **Unit Feature**  
21st Century Textiles Limited - Overview
- 3 **Learning & Development**  
Staff Training Sessions
- 5 **Employee Engagement**  
HR Leisure - HR Retreat  
HR Rewards - Rewards & Recognition Ceremonies  
-Long Service Awards
- 7 **Corporate Social Responsibility**  
Graduate Development Program 2022  
Blood Donation Drive  
Community Combo Distribution  
School Visits
- 9 **Achievements**  
Highlights - ATE Awards
- 10 **Employee Feature**  
Happiness Theobard Kahangwa
- 11 **Support Staff Feature**  
Ikram Aldo Poppe
- 12 **L & D Feature**  
Motivation through Progress  
- by Ummeabiha Hirji
- 13 **Activity Page**  
Winners from Last Quarter  
Crossword Puzzle :  
Participate and Win



# Letter From The Editor

Welcome to the last issue of DISCOVER HR in 2022, "Partners in Progress". This issue's theme reflects our motto for the annual HR Retreat that took place this quarter, and more broadly reflects MeTL Group's outlook in all our ambitions.

At MeTL, each and every employee is valued, because we believe that each individual has their own unique strengths and talents through which they contribute to the organization's success. By the same token, MeTL Group is also dedicated to creating opportunities for development, and is pleased to see employees grow and prosper in their professional and personal lives.

No role is small at MeTL, which is why we constantly endeavor to upscale our initiatives at all levels. In addition to the continued training efforts and our commitment to community outreach initiatives which remain constant throughout the year, this quarter, MeTL has seen some major highlights.

Above all, MeTL is proud to have been recognized and awarded by ATE – you will find more details about this throughout this issue. In addition, this year, MeTL Group held a Graduate Development Program to nurture local talent, and are looking forward to welcoming a number of graduates to our team.

What brings the entire team together though, and is much anticipated every year is the annual HR retreat. This year, the HR department has truly risen to the occasion, and leveled up in their involvement in the initiatives and programs throughout the year – truly, partners in progress. MeTL made sure to show

appreciation by recognizing and rewarding each member of the team for their hard work and dedication in 2022.

This year has been a year of great efforts as a team, which has led to groundbreaking progress and success. Let us enter the new year with the same zeal, so that we can continue to rise in our personal and professional lives.

Happy Holidays, and Happy New Year!







# 21st Century Textiles Limited

MeTL Group's 21st Century Textiles Limited is one of the largest composite textile mills in Sub-Saharan Africa, designed by specialists and equipped with world-renowned machinery from Schlafhorst, Rieter, Trutzchler, Sulzer, Picanol, Monforts, Artos and Stork amongst others.

Located in Morogoro, 21st Century Textiles is the largest employer in Tanzania's textile sector.

Acquired by MeTL Group in 1998 from the then Morogoro Polyester Textiles Ltd, the plant has undergone intensive modernization and expansion. Between 2006 and 2010, the Group made a 100-million-dollar investment to upgrade all areas of the company's activity—spinning, weaving, and processing with the latest state-of-the-art technology.

21st Century Textiles produces high-quality cotton and blended yarns, woven and knitted fabrics, and



finished garments. The Group's staple products are Wax Kittenge, Khanga, Batiki fabric, household linens, yarn-dyed wrappers such as Maasai cloth and kikoi, PV Suiting for uniforms, grey and canvas fabric, cotton yarn (for export), and finished woven garments such as Security Uniforms, PPEs (Overall – Overcoat), Hospital Uniforms, School Uniforms, as well as range of round neck and Polo T-shirt.

Cotton being the most preferred fiber in tropical and sub-Saharan climates, the demand for this product is only expected to grow along with the growth levels of effluence and population. Operating as a composite fiber-to-garment factory, 21st Century Textiles is uniquely positioned to capture the majority share of the market because the factory has short lead times, total quality control and customization ability at every stage, and reliable distribution channels across Tanzania and in neighboring countries.





# Staff Training Sessions

The Learning & Development department at MeTL endeavors to upskill the competencies of our workforce through engaging, practical and applicable training interventions. These programs spread across all units that make up MeTL group, from administering training needs analyses, which reveal unique departmental needs, to designing and delivering customized trainings, to regularly monitoring improvements in behavior and performance.

2022 marks the year of Soft Skills training across MeTL group, and the last quarter, the L&D team conducted a total number 6 training programs and over 20 hours of training upskilling over 50 staff across multiple units and departments.

Take a peek into some moments from the training sessions of this quarter below.



DAF Euro Truck Driver Training  
A-One Products and Bottlers Limited



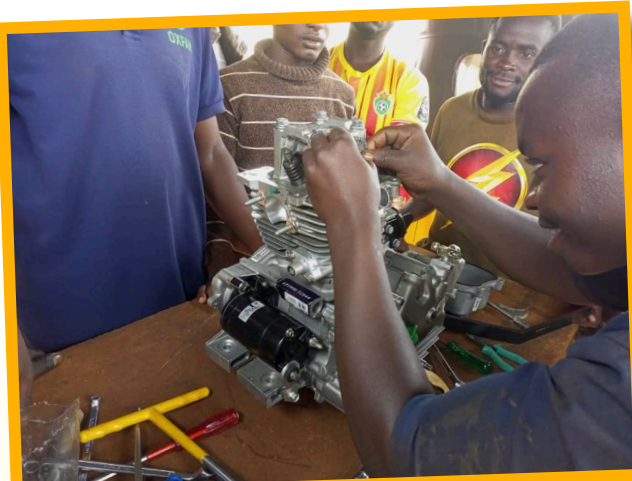
Managing Toxic Employees Training by  
Confederation of Tanzania Industries



Managing Toxic Employees Training by  
Confederation of Tanzania Industries



# Staff Training Sessions



MeTL (Bajaj Division)  
Training at Kigoma



Succession Plan  
Training for  
A-One Products and  
Bottlers Limited



Self Motivation  
Training  
for  
Marketing







# HR LEISURE

## *Annual HR Retreat*

Every year, MeTL HR celebrates the year of hard work, growth and accomplishments through the HR Retreat.

This year, the team spend the day at white sands, engaging in activities and beach sports, and an address by the Director of HR, Mr. Hassan G. Dewji, where he expanded on the year's achievements at MeTL, the HR role, the revised grade structure, reporting procedures, the Learning



and Development agenda to look forward to, and finally the importance of health and safety.

The highlight of the days was the presentations of certificates of appreciation and the awards for each and every employee.

We are proud to have celebrated a successful year once again, and we look forward to welcoming 2023 with the same drive.





# HR REWARDS

## Rewards & Recognition Ceremonies

MeTL group takes pride in recognizing the efforts of the top-performers in each unit, and shows appreciation by rewarding them through certificates, as well as gifting them a variety of on-brand merchandise, such as household goods, appliances and electronics.

Here are some moments from our Rewards & Recognition ceremonies of this quarter.



Royal Soap and Detergent Industries Limited



A-One Products and Bottlers Limited

## Long Service Awards

MeTL's appreciation for our Long Serving Employees is monumental. Below are moments captured from the LSA ceremony at our unit at East Coast Oils and Fats Limited, where we celebrated employees' dedication as we look back at their contributions with admiration, and look forward to their future achievements with anticipation.



East Coast Oils and Fats Limited



East Coast Oils and Fats Limited



# Graduate Development Program 2022

This year, MeTL held its 2nd Graduate Development Program in collaboration with AIESEC - an international youth-run NGO dedicated to developing and empowering young people through internship opportunities, volunteer experiences and leadership.

The Graduate Development program, or GDP in short, is a structured, yearlong program for giving recent local graduates an opportunity to experience the world of work and to grow in their chosen field within the organization under professional mentorship.



discussions, where each graduate was assessed on five various parameters. This was the penultimate stage of the screening process.

The top scorers from the group discussions will now be invited for an interview at MeTL and will be given the opportunity to join the team in their relevant fields.

MeTL hopes to nourish these bright and talented young people with a drive. They will be trained, mentored and nurtured towards realizing and reaching their full potential, and will be supported for their personal development and professional success.

All talents need an arena to shine, and for some of these graduates, MeTL will be their arena.



Over 3000 applications were received this year, double of what was received in 2020 – the last time this program was held. Associates at AIESEC sifted through the candidates and shortlisted the top 150, who were then required to take an aptitude test online. The suitable 70 were then invited to the event on Saturday, 10th December, 2022.

This event engaged graduates in a variety of interactive activities, an address by HR Director, Mr. Hassan G. Dewji, a workshop by AIESEC, as well as group





# Blood Donation Drive

Each year, MeTL group collaborates with Damu Salama to implement our annual blood donation drive, where we encourage our employees across our various units to participate and give back to the community through their donations.

This time around, employees across 10 units including East Coast Oils and Fats, A-One Products and Bottlers Limite, Head Office, Corporate Office, Mo Assurance, Star Oil, MeTL Bajaj, MeTL Agro, Royal Soap and Detergent, and NMC, were blood donors, collectively making up 90 pints, potentially saving up to 270 lives.



# Community Combo Distribution

Employees across 6 units including Royal Soap, Mo Assurance, MeTL Bajaj, MeTL Agro, NMC and Star Oil visited the Mabibo Local Government Office, donating a range of Mo household products that can sustain up to a month of food supply.

“We, the Mabibo Local Government Office would like to express our sincere thanks to you for providing our citizens who live around the factory area with various products produced by MeTL group of companies, Royal soap and detergent industries limited being a subsidiary company. This support shows how much you care and adore the community around you. Thank you very much”.

# School Visits

This quarter, MeTL group inspired the future of our economy by welcoming students from Ardhi University to the Royal Soaps and Detergents Unit, where they were led through a guided tour to gain an insight into the inner workings of the industrial world.





# Highlights

## ATE Awards

Once again, Mohammed Enterprises Tanzania Limited (MeTL) Group made its presence amply felt at the Employer of the Year Awards of 2022 (EYA) organized by the Association of Tanzania Employers (ATE).

This year, MeTL's Group of companies, which included 6 units, were in the running for these awards. Ultimately, several emerged as winners in various categories as follows:

1. Mo Assurance Company Limited, as Winner Best Small Organization
2. MeTL Bajaj, as Best Medium Organization
3. Mo Assurance Company Limited, 2nd Runners Up, Best Local Employer

The Director of Human Resources, Mr. Hassan G. Dewji remarks that he dedicates these awards to the entire workforce, saying that the accolades would not have been possible but for their dedication and untiring efforts along the way.

Mr. Dewji shares that "awards like these re-energize us to aim towards greater achievements and bigger strides. We, at MeTL Group, promise to continue to serve our people as best as ever".

The event took place on 2nd December, 2022 at the Mlimani City Conference Centre and was presided over by His Excellency, the Vice President of the United Republic of Tanzania, Dr. Philip Isdor Mpango, and the Minister of State in the Prime Minister's Office, Labour, Youth, Employment and Persons with Disabilities, Honorable Professor Joyce Ndalichako.



Mo Assurance Company Limited  
Winner Best Small Organization



MeTL Bajaj Division  
Best Medium Organization



Mo Assurance Company Limited  
2nd Runners Up, Best Local Employer







# Happiness Theobard Kahangwa

My name is Happiness Theobard Kahangwa, and I am a Human Resource Officer at 21st Century Textiles Ltd. I enjoy watching movies, and exchanging ideas with like-minded people, as well as lending a helping hand wherever I can.

## What do you love about what you do in HR ?

- Interacting with people; being able to develop friendships and strengthen relationships
- Providing help and/or guidance to employees
- Problem solving: providing a room/ability to think critically on employees' welfare.

## How does your current role at MeTL compare with the previous roles you have held ?

MeTL maintains workplace diversity and employers uphold a culture of trust, respect and fairness. People of different racial, ethnic and age groups and backgrounds work together more effectively.

## What are the main HR challenges particular in your line of work ?

- Retaining employees
- Finding suitable talents and fits during a shortage (recruitment)
- Unskilled employees with bad history

## What are your top 3 mechanisms or strategies you use to overcome the above challenges ?

- Developing talent Strategies
- Forecasting HR requirements
- Rethinking workforce

## What are your top 3 advice to emerging HR professionals ?

- Effective communication while dealing with people
- Relationship building: Between HR group and other departments as it will bring the business together.
- Ability to adapt to new technology e.g. Payroll system, Biometrics etc

## What was your highlight at MeTL in 2022 ?

KPI: This helped to Improve employee engagement and morale and boosted the drive to set goals and make plans, but most of all being sure to follow through with them.





# Ikram Aldo Poppe

My name is Ikram Aldo Poppe, and I am the head of the creative team in the marketing department at MeTL Group. I joined MeTL in August of this year.

## What is one lesson that you have learnt during your time at MeTL so far?

I have learnt and come to experience that MeTL is a place where you can grow in your talents and beyond through taking the opportunities that come your way.

## What are 3 strategies that you use to overcome day-to-day challenges that you face?

### Accept Support

Asking for help is one side of the coin, but the other side of the coin is to be open and willing to accept support

### Think Big

It can be easy to let yourself think small because of the fear of failure, or even the fear of making a decision. But, to accomplish great things in life, you have to be open to taking risks. With whatever challenges may arise, I always think and dream big. That way, I will achieve more than I could have ever imagined.

### Work Smart, Not Hard

Generally, there is more than one way to get something done. However, there's always just one optimal way or best way of doing it.

## What is your favourite part about your job?

I enjoy making labels for our products. It gives me pride when I see people using the product with a label that I have designed.

## According to you, what was the highlight of this year at MeTL?

- I was introduced to Mohammed Dewji (Mo). I was very happy to be working with him because I used to see him on TV and in newspapers only
- I have grown in my role from Graphic designer to Head of the creative team under marketing department
- Working with Hassan Dewji and his HR team—they are so organized and I have come to learn a lot from them
- I have met new people, and made new friends from the different units at MeTL



# Motivation through Progress

~ By Ummeabiha Hirji

Each employee has a responsibility to upgrade and enhance themselves in the workplace in order to achieve goals and attain progressive results. It is through this progress that employees become more motivated at work, therefore enabling them to accomplish more.

According to research, when comparing a worker's best and worst days, the most common event triggering a best day was progress in the work by individuals/a team. Likewise, the most common event triggering a worst day for a worker was a setback. If a person is motivated and happy at the end of the workday, it's a good bet that he/she made progress. The feeling that our work is driving us forward can really matter. Making progress at work is a key part of employees feeling motivated, engaged and productive.



Here are 5 ways workers can progress at work, which would ultimately increase the company's success:

## **Be someone people want to work with**

Do more than what is expected from you. Take up extra responsibilities and help out your co-workers. Be proactive and ask if there is anything more you can do. Sign up for events and participate actively in them even if it sometimes goes beyond the requirements of your job. Display characteristics that would make your co-workers comfortable around you. You could be the best at your job, but if you're not trusted or likeable, it would all be for nothing. People who do that little extra are often recognized.

## **Be the best and always try to be better**

Develop a valuable skill at work, one where you're good at and known for. Find something that you're passionate about because that would bring about





good results in your work. Remember: quality always matters.

Accept constructive criticism and ask for feedback in areas such as your skills, strengths, weaknesses and development areas. Embrace your mistakes and work on your areas of improvement.

### Effective communication

Communicate well and openly at work. Speak directly and avoid omitting important information. Watch your tone and body language when communicating and speak in a way without creating offence. This would enable your audience to understand and interpret your message clearly, as well as take your message seriously. Communication works both ways. Being a good listener is just as important as being vocal. Be polite and courteous and make sure you're actively listening. Maintain eye contact to show them you're paying attention and respond accordingly to what they say or ask you.

### Set goals

Organize yourself and prioritize your tasks. Make sure you're doing something every day that takes you one step further to achieving your goals. An effective way of establishing goals is by using the SMART

method (specific, measurable, achievable, relevant and timely). Using this method would help successfully set goals which creates a platform that ensures you are moving in the right direction.

### Acknowledge even the small wins

Celebrate any and every win, no matter how small or insignificant they may feel. It creates a positive atmosphere and would effectively improve your performance at work. This would motivate you to do better and work even harder, especially during times when work may get challenging.

Each and every employee playing the above roles would bring about progressive results in their work. Collectively, this would ensure and guarantee success in the company.

“Success is the sum of small efforts, repeated day-in and day-out.”

~ Robert Collier

## Activity Page

# Winners from Last Quarter



Khadija Hassan

Rajesh Sundavadra



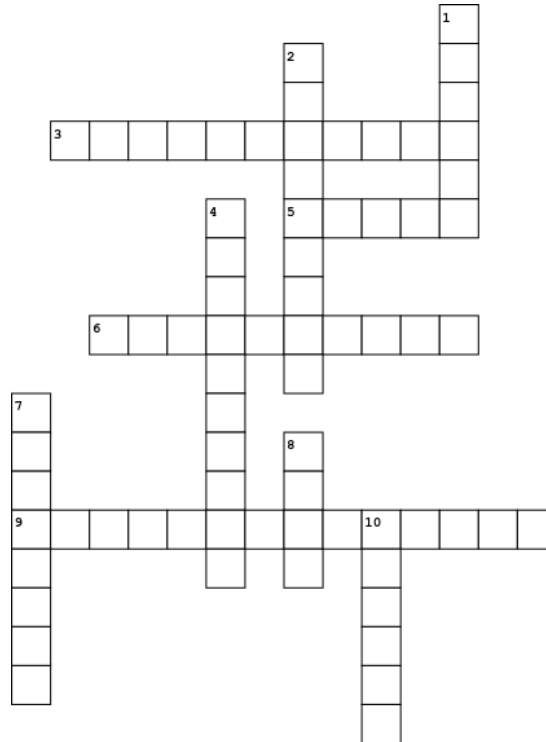




The first 3 MeTL employees who solve and submit this crossword puzzle correctly have a chance to win a prize.

All the clues for this crossword puzzle can be found in this issue.

Use the clues to fill in the words above.  
Words can go across or down.  
Letters are shared when the words intersect.



#### Across

3. The company that was awarded as the "Best Small Organization" winner in the ATE awards
5. This quarter, the L & D department conducted 6 training programs for over \_\_\_\_\_ staff
6. Part of what Happiness loves about working in HR is problem solving, which involves the ability to think \_\_\_\_\_
9. According to the editor's note, this year has involved great team efforts, leading to \_\_\_\_\_ progress

#### Down

1. The number of pints of blood that MeTL employees collectively donated at the blood donation drive this year
2. Mr. Hassan Dewji dedicates the ATE awards to this group of people
4. This year, the HR retreat was spent at this resort
7. According to the L & D feature, research says that a presence of this triggers a worker's best day, and the opposite triggers a worst day
8. One of Ikram's strategies to deal with day-to-day challenges in his role is to work smart, not \_\_\_\_\_
10. The international, youth-run NGO that collaborated with MeTL for the Graduate Development Program, 2022

#### BONUS QUESTION – increase your chances to win!

Explain one of your new years resolutions, and how it can help you progress in your professional life and your role at MeTL



# Mafuta Bora ya Kupikia ya MO Safi



**Ujazo wa lita 5 kwa katoni yenye madumu 4**  
**Tembelea duka la jumla iliyo**  
**karibu nawe**

**mo**  
...tunagusa maisha yako.



# Kiboko ya UCHAFU



**Ukubwa wa gramu 129 (Pakiti ya Vipande 5)  
Katoni ina pakiti 20 - Jumla vipande 100**

Kwa ajili ya matumizi tofauti nyumbani kama vile; kuogea,  
kufulia nguo, kuoshea vyombo n.k