

Discover HR

Activities | Achievements | Experience
Q3 | July - September, 2023



GROUNDBREAK

Q3 Highlights

Unit Feature

MeTL Bajaj Division

GDP Feature

Mariyam John Maloya

Employee Engagement

Women Power Breakfast

L & D Feature

Groundbreak



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





Nufaiika Kazini kwako



***Jipatie Bidhaa
za Nyumbani***

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

**Vigezo na Masharti kuzingatiwa*



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Letter From The Editor

Welcome back to another enriching edition of DISCOVER HR. This quarter, we're diving deep into a theme that defines pioneers and visionaries alike – Ground-break.

Think of Ground-break not just as breaking new soil but as ushering in a new era of innovation, creativity, and bold initiatives. It's about that first courageous step which paves the way for monumental shifts in our professional landscape.

In this fast-paced corporate realm, we believe that every day offers an opportunity for a "ground-break" moment. Whether it's a revolutionary idea, a change in process, or a fresh perspective, it's these moments that shape our legacy.

Inside, you'll uncover stories of our own ground-breaking endeavours, strategies that are reshaping our horizons, and a closer look at how we, as a collective MeTL group, push the boundaries to set new standards.

As you turn these pages, let them inspire you to seek your own ground-breaking moments. Because in every challenge or task, there lies a chance to redefine, to innovate, to be the change.

Here's to a quarter filled with discovery, innovation, and ground-breaking achievements!

Warmly,

Fatimah





MeTL (Bajaj Division) started operations in December 2018 and established itself as one of the fastest growing automobile companies. MeTL (Bajaj Division) is the sole authorized distributor of Bajaj Auto India Ltd. for their range of products and services. Bajaj Auto India Ltd. is one of the known brand names in Africa and Tanzania and widely accepted. Today, MeTL Bajaj is one of the leading suppliers, traders & distributors of two-wheelers, three-wheelers and spare parts in Tanzania.

Within short span of time, MeTL Bajaj gained market share in the two-wheeler business and increased its presence in three-wheelers segment. MeTL Bajaj has increased its presence across Tanzania by appointing authorized dealers, and service centres & establishing its own showroom. To connect with end-users, we do many BTL, ATL & TTL activities.

Our Products and Services

MeTL Bajaj is the sole authorized distributor of Bajaj Auto India Ltd for Tanzania. The products & services offered by us are:

1. Two-wheelers ranging from 100 cc to 150 cc for both personal & commercial usage.
2. Three-wheelers (Passenger): RE 250; Maxima Z
3. Three Wheelers (Cargo): Maxima
4. In the four-wheeler segment we have as the Qute Car.
5. Spare parts for all product lines.
6. Capability building of technicians/mechanics by providing them training on new technology

Technology We Use

Fully Automated Assembly Line:

MeTL Bajaj uses the latest technology in the automotive assembly sector. This has improved the quality of its products and managed to streamline



the process. Our state of the-art assembly line manufactures more than 4,500 bikes on a monthly basis. Furthermore, it has a 36 meter-long conveyor belt which is equipped with ultra-modern pneumatic tools.

Key Features:

- Company has fully trained assembly-line technicians.
- Assembly-line technicians equipped with modern Personnel Protective Equipment (PPE's)
- 100% bike testing through the Dyno-Meter for its various critical road-worthy stress tests.

- Emission testing through Carbon Monoxide (CO) Analyzer for every assembled product.
- All technical jobs carried out through advanced tools and equipment.
- Valve-Regulated Lead-Acid (VRLA) Battery Charger with 30 charging points.
- 100% Pre-Delivery Inspection (PDI) for Completely Binned Unit (CBU) units.

MeTL Bajaj is a homegrown company, native to Tanzania. In line with our core value on Community, MeTL Bajaj is dedicated to the goal of ever-increasing local content in its entire working of the organization and also is committed to include effective domestic inputs—including capital, labour, technology, services and intermediate products—into the value chain.

MeTL Bajaj has a policy in place which insists upon its contractors, suppliers and stakeholders involved in any projects, operations, activity or transactions to consider local content as an important element in their project development and management.

People - a driving input resource: 82% of our employees are nationals. As a part of our Corporate Social Responsibility, MeTL Bajaj's conduct technical skill development sessions for Mechanics in rural areas thereby enriching their knowledge base so that they stand a better chance at improving their standard of life. MeTL Bajaj has given many nationals an opportunity to groom themselves and work in a way that can benefit them in earning their livelihood.

Process – involves raw materials and accessorial support systems. 77% of our input suppliers and partners are domestically grown businesses. Along with each bike, we have been offering many freebies to our customers which are “Safety helmets,” “T-shirts,” “Reflectors,” “Umbrellas,” “Consumer Items” etc. We have been catering to the requirements of our customers be it through sales, service, spares or any other operational requirement. We believe in solving our customer needs in the shortest possible time thereby making Bajaj Boxer, a No.1 selling brand in Tanzania and the whole of Africa.



Staff Training Sessions

This past quarter, we delved deep into our commitment to continual growth with a diverse series of training sessions. Our primary aim? To not only keep our team updated and competitive, but to actively upskill and enhance their prowess for the future. These sessions have been meticulously curated to cast a positive and transformative impact on our employees, empowering them to bring more value to our organization and their own career trajectories. From mastering new technologies to honing leadership skills, Q3 was brimming with knowledge! Dive in to get a closer look at some of our standout sessions and witness the journey of evolution and enrichment



GDP Training - Time Management Session



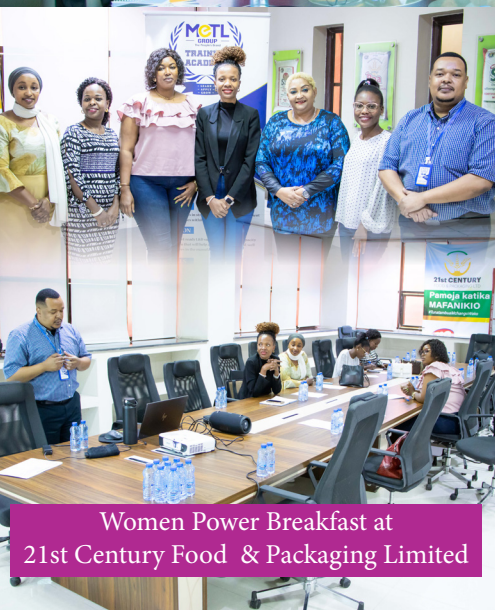
GDP Training - Entrepreneurial Skills



Training at Tanga



GDP Townhall Meeting with Graduate Development Program Cohort 2022

Training at 21st Century Textile Limited
MorogoroWomen Power Breakfast at
21st Century Food & Packaging LimitedSOP Fuel Loading Procedures
Training at Star Oil Tanzania LimitedTraining at MeTL Bajaj for
Mo Assurance, ICD and MeTL Agro

Training at Tabata

Staff Training Sessions



MeTL Bajaj RE4S - FL
GMFS Training



HSE Incident Reporting Training at
Royal Soap & Detergents Industries Limited



WCF Safety Training



PIP Training Introduction
for HRO's Part I



Accountability at Work for Admin and
Operations Team at Star Oil Tanzania Limited



Pre-Trip Inspection Training - Workshop Team A-One Drivers



KSB Pump Presentation Training
at Royal Soap and Detergents Industries Limited



Quality Control and Quality Assurance at
A-One Products and Bottlers



Document Closure Training at Mo Assurance Company Limited



Communication Skills Training Session for
Tracking Team



HSE Incident Reporting Training at Royal Soap & Detergents Industries Limited

Rewards & Recognition

In our pursuit of corporate success, we never lose sight of the individuals who make it all possible - our dedicated team members. This quarter, through our numerous Rewards & Recognition ceremonies, we celebrate those who have gone above and beyond, exemplifying our core values and making a significant impact in our organization. Your hard work, innovation, and unwavering commitment are not only noticed, but deeply appreciated. Here's to the shining stars of our corporate family - we commend your achievements and look forward to your continued growth and success!



Long Service Awards



The Women Leadership Power Breakfast Series

Following the inaugural Women Leadership Power Breakfast last year, we seamlessly transitioned into this year's session.

This breakfast gathering assembled women leaders who not only initiate change but also embody leadership and possess a profound drive to bolster growth within the company, particularly from a female perspective.

The second part of our training session galvanized action through a workshop focused on self-development, growth-oriented networking, and other pivotal lessons.

We urge all women to participate in this annual program, enhancing both their personal growth and their teams', thus making a tangible difference in their respective business units.



Power Breakfast at 21st Century Food & Packaging Limited

Blood Donation Drive



Annually, MeTL Group partners with Damu Salama for our much anticipated blood donation initiative. We take pride in mobilizing our dedicated workforce from a wide array of units to come forward and contribute selflessly.

This year witnessed enthusiastic participation from teams across East Coast Oils and Fats, A-One Products and Bottlers, Head Office, Corporate Office, Mo Assurance, Star Oil, MeTL Bajaj, MeTL Agro, and 21st Century Food and Packaging Limited.

Together, they generously donated over 180 pints of blood, which holds the potential to impact and save as many as 550 lives. Our heartiest gratitude to all donors for their commitment to this noble cause.



Making Waves: Beach Clean-Up Initiative

With an eye on sustainability, the MeTL team across Star Oil Tanzania Limited, MO Assurance Company Limited, A-One Products and Bottlers Limited, MeTL Bajaj, East Coast Oils and Fats Limited, and MeTL Agro, gathered at the shoreline for a hands-on clean-up day. Working together, we made strides in preserving the beach's natural beauty, emphasizing our commitment to environmental care.



HIV-Test

HIV Trainings



MO Assurance Company Limited



21st Century Food & Packaging Limited



Star Oil Tanzania Limited



MeTL Bajaj Division



MeTL Agro

Highlights



MeTL & AIESEC:

Cultivating Tomorrow's Leaders

MeTL Group has received a prestigious token from AIESEC in Tanzania for our collaborative efforts in the Graduate Development Program.

This partnership underscores our unwavering commitment to nurturing the next generation of leaders.

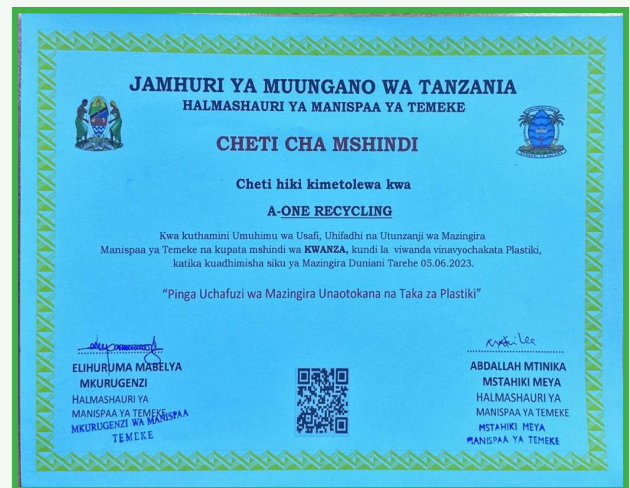
Through targeted mentoring and growth opportunities, we're not just talking about youth development; we're actively shaping the future.

Sustainability Excellence:

A-One Products and Bottlers Wins the 'Clean Environment Award'

Setting the gold standard in sustainability, our unit A-One Products and Bottlers has been honoured with the 'Clean Environment Award' by Temeke Municipal Council recognizing the outstanding commitment to recycling plastic waste. This not only contributes to a cleaner environment, but also underlines our commitment to sustainability and environmental stewardship.

A well-deserved accolade for a team that always aims for excellence!



MeTL's Spirited Participation in ATE Bonanza:

Championing Mental Wellness & Scoring Victories!

MeTL Makes a Mark at the ATE Bonanza Games!

Championing the cause of mental wellness in the workplace, we proudly participated in this year's ATE bonanza, themed 'Promoting Mental Wellness for Better Performance at Workplace', graced by Prime Minister Kassim Majaliwa.

While our football journey ended in a penalty, our teams showcased stellar performances by winning the Tug of War, Sack Race, and both Men's and Women's Spoon and Lemon races.

A healthy workforce is an investment, and MeTL stands committed to fostering mental health and well-being.

Stay tuned to our next quarter's newsletter for more updates on our standout performances during the games!

Mariam John Maloya



My name is Mariam Maloya, I have a Bachelor's Degree in Human Resources Management from Tanzania Institute of Accountancy, Dar es salaam. I'm working at MeTL Group, Head Office as Human Resources Officer, specifically in the recruitment department and on performance management systems. For my hobbies, I like to socialize with people, learn new things and spend time with friends.

• What has your journey been like through the Graduate Development Program, where did it all start?

My journey through the GDP has been enriching, allowing me to grow in my career. I began in what I consider the core of HR, the recruitment department. There, I became more engaged in the process, from sourcing candidates to filling open vacancies, to experiencing interview environments, understanding contract ethics, and grasping the psychology of different individuals. I've always appreciated the support and cooperation from my team, which empowered me to learn and grow. After my placement in recruitment, I was privileged to oversee the Performance Management System. This role enabled me to work independently with minimal supervision, conduct training for supervisors on performance management, organize rewards and recognition events, hold feedback meetings, and even deliver motivational speeches to influence employee performance. I believe this experience not only moulded me into a competent HR professional but also a capable leader.

• What has your experience been like at MeTL thus far? What do you enjoy the most?

So far, my experience at MeTL has been expansive. I've had the opportunity to apply theories I learned in school practically. Now, I can work flexibly, manage tasks

efficiently, and organize effectively. What I cherish the most is the exposure to diverse cultures, as MeTL interacts with individuals from various origins.

• In what ways have you developed over the months you have been part of the MeTL team?

At MeTL, I've not only advanced in my career but also developed essential soft skills. I've become proficient in using computers, Google Suite, Excel, Word, Outlook, and other office tools, simplifying tasks. I'm grateful for this development, especially as our world is rapidly digitizing. Through MeTL, I've also attended various trainings, each contributing to my holistic growth, enhancing my social, mental, physical, and psychological well-being. This foundation has instilled in me greater confidence and capability.

• Could you share your top 3 strategies that you use to cope with any challenges that come along the way?

As an HRO, I frequently encounter challenges due to interactions with individuals of varied levels and dispositions. To navigate these challenges, I practice assertive communication with employees, supervisors, and others. This approach ensures I remain comfortable and engaged at work. Given the size and scope of MeTL, working under pressure is common. However, these pressures haven't impacted my performance. Effective time management allows me to fulfil my responsibilities punctually.

Lastly, when faced with particularly tough challenges, I seek advice from trusted mentors and friends.

• What is your advice to your fellow GDP cohort batch or upcoming graduates?

To my fellow GDP cohort and upcoming graduates, when an opportunity presents itself, seize it as if it's the only one you'll ever receive. This mindset will give you motivation, encouragement, and resilience. Build a network of valuable advisors to guide you. Stay updated by visiting websites and platforms relevant to your career. Remember, discipline is fundamental to success. Maintain good behaviour, be patient, and be aware that challenges, both at home and work, will always be there. Remain focused, pray, and prioritize learning daily.

Groundbreak:

Planting Seeds of Change for Personal and Professional Growth

Think about it: before any seed grows into a towering tree or a blooming flower, there's a ground-breaking moment. The soil is turned, a space is created, and the seed is planted. Similarly, for growth and new beginnings in our personal and professional lives, sometimes we need to break ground, shake things up, and plant our seeds of change.

Why "Groundbreak"?

- **Fresh Start:** Just as a gardener prepares the ground to plant, occasionally we need to prepare ourselves for a fresh start or a new direction.
- **Fertile Ground:** Every seed needs fertile ground. By breaking old patterns and embracing change, we create a conducive environment for new ideas.
- **Anticipate Growth:** Breaking ground signals the beginning of something new. It's the anticipation of the growth that's about to come.

How Can You "Break Ground" in Your Life?

- **Self-Reflection:** Take a moment to introspect. What areas of your life feel stagnant or unproductive? It might be a skill, a habit, or even a mindset.
- **Create Space:** Just as plants need space to grow, we need mental and emotional space for new ideas and habits. This could mean decluttering your workspace, taking a short break, or even just dedicating a few minutes daily to mindfulness.
- **Plant a Seed:** Once you've identified what you want to change, set a clear goal. Write it down. This is your 'seed' of change.
- **Nurture It:** Just as seeds need water, sunlight, and nutrients, your goals need time, effort, and resources. Dedicate time to learn, adapt, and grow. Maybe take a course, seek a mentor, or simply practice daily.
- **Embrace Community:** Share your goals with trusted colleagues or friends. They can offer support, resources, and even accountability.
- **Celebrate Growth:** Even a small sprout is a sign of life and growth. Celebrate your milestones, no matter how small.

Groundbreak is all about embracing change, nurturing new ideas, and anticipating growth. As the seasons change, take a cue from nature. Prepare your ground, plant your seeds, and watch as the magic of growth unfolds in your personal and professional life.

Let's grow together!

Winners from Last Quarter



Aisha Ally Yusuf



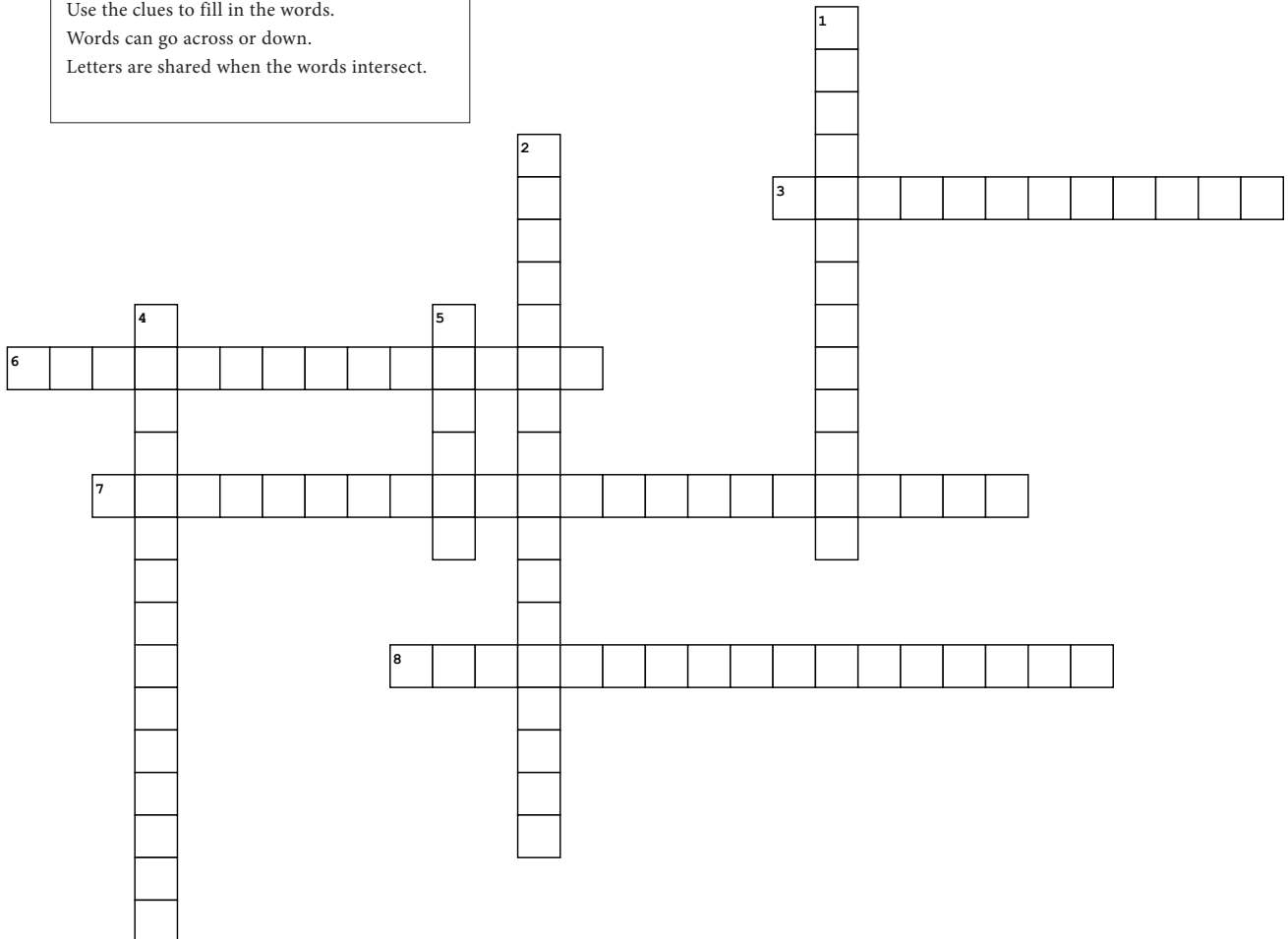
Aamir Vakil



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.
Words can go across or down.
Letters are shared when the words intersect.



Across

3. In the Editor's Note it is believed that every day offers an opportunity for a "_____," moment.
6. MeTL Bajaj is the _____ distributor of Bajaj Auto India Ltd for Tanzania.
7. In our employee feature, Mariam shares 3 top mechanisms to overcome challenges. In one, she mentions to navigate challenges she practices _____ with employees, supervisors, and others.
8. Power Breakfast drive to bolster growth within the company, particularly from a _____.

Down

1. The Beach Clean-up Initiative is our commitment to _____ care.
2. In the L&D Feature, it is mentioned that share your goals with _____ or friends.
4. MeTL Teams showcased stellar performances by winning both _____ Spoon and Lemon races.
5. In the GDP Feature, MeTL Group has received a prestigious token from _____ in Tanzania.

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

