

## **Curriculum Vitae**

**Surname:** Arouca  
**Name:** Domingos Carlos Januário  
**Birth place & Date:** Inhambane, 18<sup>th</sup> November 1974  
**Marital Status :** Married

**Profession/Occupation :** Human Resources Business Partner – HRBP  
Lawyer n. 01803 (Member of OAM)

**Background :** Degree in Law  
MBA Petroleum & Gas (Still to write Academic Thesis)  
29 years of experience in Human Resources  
CHRM – Certified Human Resources Manager (member of International Academy of Business and Financial Management – IABFM)



### **Academic Profile**

- ✓ 2018, concluded academic curriculum for MBA in Petroleum & Gas, at ISCTEM, post-labour
- ✓ 2012, graduated in licenciature's degree in Law, at Eduardo Mondlane University, post-labour.
- ✓ 2009, Studies at 1<sup>st</sup> level of Human Resources Management, at Apolitecnica University, by distance
- ✓ 1992, Diploma of standard 12<sup>th</sup> (High School) at Samora Machel Secondary School, in Beira.



### **Professional Training (Attended Courses)**

- ✓ 2017, SHE Representative training
- ✓ 2010, Ethics Training (Train the Trainer), at Vodacom Mozambique
- ✓ 2009, Project Management at ISCTEM Business School
- ✓ 2001 to 2002, Upper Intermediate Level in English, at Monitor International School.
- ✓ 2001, Access and Visual Basic 5.0 Course, in Byte Ld<sup>a</sup>.
- ✓ 2000, Trained Trainers – “Adult Learning”, at Proformação.
- ✓ 1998, WP 5.1, Lotus 123, Lotus 123r3, Word 95/97, Excel 95/97 and PowerPoint for Windows Course.
- ✓ 2000 to 2003, Human Resources Development Best Practices Workshops, for Training Specialist:
  1. 2000, organized by SABMILLER (South African & Miller Brewery Company), in South Africa.
  2. 2001, organized by SABMILLER, in Lesotho.
  3. 2002, organized by SABMILLER, in Swaziland.
  4. 2003, organized by SABMILLER, in South Africa.

- ✓ 2000, Trained Trainers for “Team Business Course”, at Business Education Design – South Africa.
- ✓ Trained Trainers in a Course for Public Relations and Customer Services, at Mozambique Telecommunications – Beira.

### **Training:**

- ✓ Finance for Non-Financial Course, at Mozambique Brewery Company (CDM)
- ✓ Performance Management at CDM (Maputo) a course held by Delphine Du Toit from SABMILLER.
- ✓ INJEP (Salaries Integrated System) at Mozambique Brewery Company (CDM), a course held by M. Gardner from SABMILLER.
- ✓ Human Resources Management System at Mozambique Brewery Company (CDM), held by ABSALOM from South Africa
- ✓ Customer Services at Mozambique Brewery Company (CDM), held by John Jacobs from SABMILLER
- ✓ Trained Trainers in Objectives Settlement Course at Mozambique Brewery Company (CDM), held by Zephene Ferreira (South African Consultant Company)
- ✓ Monitored Performance Management Course at SABMILLER
- ✓ Performed a Review Implementation Course at Mozambique Brewery Company – Beira.
- ✓ Designed and monitored the Induction Program at Mozambique Brewery Company.
- ✓ Improved Management System at Mozambique Telecommunications, E.P. (TDM)
- ✓ Human Resources Planning and Control chairman at TDM.
- ✓ Occupational Safety and Hygiene Workshop chairman at CHAEM – Beira.
- ✓ CHRM – Certified Human Resources Manager – LEORON IABFM
- ✓ SHE Representative at ISOMARK - Johannesburg



### **Professional Experience**

- ✓ **April 01<sup>st</sup> 2022 up to date – Human Resources Director (HRD), at Sacom, SA (Mozambique Petrol Authentication Services)**

#### **Brief relevant activities :**

##### **Main purpose of job**

To ensure that all human resources Sacom, SA strategy is designed and implemented for smooth business achievement. Coach and advice Line Managers regarding people management and HR matters.

##### **Main responsibilities**

1. Human Resources policies and procedures establishment and executive.
2. Promotes a stable labour relations environment with the Government Departments, Organization and employees.
3. Recruit and retain pool talent to build a high-performance organization.

- ✓ September 2011 to 31<sup>st</sup> March 2022 – Human Resources Business Partner (HRBP), at Nestlé Mozambique
- ✓ September 2015 to 31<sup>st</sup> March – SHE Representative at Nestle Mozambique
- ✓ November 2016 to 31<sup>st</sup> March – Corporate Communication & Public Affair Manager (CCPA), at Nestlé Mozambique
- ✓ November 2016 to 31<sup>st</sup> March – Regulatory Affair Manager (RAM), at Nestlé Mozambique

Due to the introduction of new business model and downsize of headcount it was necessary to merger certain functions. In this context it starts to accumulate the functions of HRBP with CCPA, RAM and SHE.

Brief relevant HRBP activities :

Main purpose of job

Align HR objectives with Country's operational objectives. Contributes to the development of a performance driven culture in the organization by driving people in order to improve quality of their performance and meet the Company's objectives as a whole.

Main responsibilities

1. Manpower planning and projections

Strong focus on job and candidate profiling and timely provision of appropriate manpower as per business needs

2. Business change

Advise management on people issues, motivation, roles and responsibilities and other aspects of organizational design

3. Talent identification and management

Identification and classification of talent pool with Line Managers and discussions for the identified talent pool and critical positions

4. People development

Provide input to management regarding strategic development needs

Ensure that annual performance appraisals are carried out. Also, arising from these appraisals, where training needs are ascertained, arrange for the on/off the job training as appropriate

5. Compliance Champion

Assist in case of doubts in the interpretations and/or validity of Principles, Policies and Standards

Lead a Compliance Committee where the operations function must be represented

Put a "grievance" or "integrity reporting" system in place

Ensure that all Nestlé sites are audited on social aspects through CARE

Responsible for Safety, Hygiene, Environment and Security

Brief relevant CCPA activities :

Main purpose of job

Implement and manage CVS Project and initiatives, working closely with Corporate team as articulated by the company strategic objectives regarding positioning. Manage engagement with internal and external stakeholders and ensure broad awareness of our key initiatives and milestones through consistent external and internal reporting on CSV.

Brief relevant CCPA activities :

Main purpose of job

Implement and manage CVS Project and initiatives, working closely with Corporate team as articulated by the company strategic objectives regarding positioning. Manage engagement with internal and external stakeholders and ensure broad awareness of our key initiatives and milestones through consistent external and internal reporting on CSV.

Brief relevant CCPA activities :

Main purpose of job

Coordinate the Regulatory Affairs Department in the Business Unit, ensuring compliance of sold Nestlé products with local legislation. Deal with authorities, inspection and key opinion leaders. Participate in local food chamber/food Association to ensure support for Nestlé position and to solve pending issues.

✓ **September 2009 to September 2011 – Training & Development Manager, at Vodacom Mozambique**

Brief relevant activities :

1. Company PDP (Personal Development Program)
2. Cost Management (training budget)
3. Induction Program
4. Performance Management
5. Promote accomplishment of Labour Law on the company
6. Develop and implement Career Progression System and retention scheme
7. Succession plan implementation
8. Management Reports
9. Disciplinary issues at all company

✓ **June 2009 to September 2009 – Human Resources & Organizational Development Director, at ActionAid Mozambique**

✓ **January 2006 to May 2009 – Human Resources Manager, at Carr Foundation Mozambique (Gorongosa National Park Restoration Project).**

✓ **March 2007 to May 2009 – Training Manager (accumulating with HR Manager positions), at Carr Foundation Mozambique.**

✓ **June 2007 to May 2009 – Tourism Ministry Training Centre Manager (accumulating both positions)**

Brief relevant activities :

1. Human Resources policies and procedures establishment and executive.
2. Promotes a stable labour relations environment with the Government Departments, Organization and employees.
3. Assists all Departments in accomplishment of labour legislation, especially in the employee's contracts and service providers.
4. Creates training and motivational programs consistent with the needs and objectives of the Carr Foundation Mozambique.
5. Plans training actions and co-ordinates the implementation of the program for all employees and Scouts of all country (in the Government Training Centre)
6. Assures the correct implementation of Annual Performance Appraisal.

Notability :

1. Created salary system (in grades and levels) currently in use at Carr Foundation Mozambique.
2. Creates policies and procedures regarding recruitment, meals, funeral, travel allowance, performance appraisal, vehicles, work accidents, occupational disease, etc at Carr Foundation Mozambique.
3. Creates Performance Appraisal (Management) System, Internal Regulation and Work Collective Agreement.

Recruited in January 2006, at the beginning of the activities of the project, when yet there were no procedures and work policies available in the project.

✓ **October 1998 to April 2004 – Personnel Management Chief, at SABMiller Mozambique - Beira (Mozambican Brewery Company)**

✓ **January 2000 to April 2004 – Training Officer (accumulating with Personnel Management Chief)**

Brief relevant activities :

1. Provided assistance to the Human Resources Manager.
2. Assured the accomplishment of labour legislation.
3. Administrated Human Resources Software (ABSALOM).
4. Administrated wages, absences, overtime for all employees of the company.
5. Compiled management reports (productivity, overtime, absences, headcount and wages).
6. Elaborated and assured the employees training plans accomplishment.
7. Co-ordinated Performance Appraisal System.

Notability :

1. Reorganized all the personnel management in Beira.
2. Participated committed on the process of establishment and implementation of the Performance Appraisal.
3. Created Training Department.
4. Designed Induction Program for all employees.

5. Monitored “Team Business” Course.

- ✓ **May 1993 to April 1995 – Administration Department Manager Assistant, at Mozambique Telecommunication (TDM - Beira).**
- ✓ **June 1995 to August 1997 – Personnel Management Interim Chief.**
- ✓ **September 1997 to July 1998 – Personnel Management Supervisor.**
- ✓ **August 1998 to October 1998 – Planning & Controller Technician for Administrative Area, assisting Beira Mozambique Telecommunication Director.**

Brief relevant activities :

1. Compiled and analyzed Personnel Management Indicators, logistic, training and social benefits.
2. Proposed improvements on the functionality of Administration Department.
3. Administered wages, personnel management and training actions.



**Other Activities Developed**

1. Labour Consultant at SPI, Lda (design and introduce policy and procedures, salary grading system, Performance Appraisal, end-to-end recruitment process)
2. Labour Consultant at Mundáguas, Lda (design and introduce policy and procedure, disciplinary inquiry, legal dispute labour related, legal advice)
3. Labour Consultant at Bom-garfo (review and update policy and procedure, design an Excel payroll platform, employment contracts, legal advice)
4. Labour Consultant at Gorongosa National Park Restoration Project
5. Labour Consultant at Gorongosa Development Company
6. Labour Consultant at Hidrofuros, Lda (design and introduce policy and procedure, Internal Regulation, legal advice and disciplinary inquiry)
7. Labour Consultant at Hidromoc, Lda. (Legal advice)
8. Labour Consultant at African Wildlife Foundation (design Internal Regulation, grading system and salary guidance, legal advice).
9. Fraud investigation at Mafambisse Sugar Company (investigate and found ghost employees, review police and procedures)
10. Physic Teacher 8th grade, in 1994.
11. Founded and chairs the Nucleus of Students in the Faculty of Law at Eduardo Mondlane University in Maputo.



**Others information's**

1. Heavy and Light License Drive.
2. Speaks and writes Portuguese fluently.
3. Speaks and writes English (most of the training attended were done in English speaking countries).
4. High status of responsibility, creativity, availability for work and dynamism.
5. Spare time mostly dedicated to reading, travelling and sport activities.
6. Professionally very strict and asking.



## References

Currently works mainly in three areas: Human Resources (design, implement and organize Procedures Manual), Training (design, monitor and implement Training Plans), Corporate Relations & Metrology Regulations and Labour Legislation

- Availability to agree.
- For certification of his professional engagements and character, please contact :

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