



CAREER WITH BRAC MAENDELEO TANZANIA

BRAC is one of the world's largest development organisations having extensive development programmes globally. BRAC's vision is a world free from all forms of exploitation and discrimination where everyone has the opportunity to realise their potential. We use an integrated model to change systems of inequity through social development programmes, humanitarian response, social enterprises, socially responsible investments, and a university. We are a global leader in developing cost-effective, evidence-based programmes in conflict-prone and post-disaster settings and were ranked the #1 NGO in the world for the last five years consecutively by NGO Advisor. We operate in 14 countries across Asia and Africa.

BRAC Maendeleo Tanzania in order to ensure human resource activities and procedures reflect BRAC core values which underpin our vision of a world free from all forms of exploitation and discrimination is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

Position (1): HR Officer

Job Location: CHO, DSM.

Job Responsibilities:

- Support the implementation of all HR functions
- Provide guidance and support on policies and procedures
- Perform duties such as job descriptions, job posting and promotion
- Create, implement and manage onboarding plans
- Support the implementation of training programs
- Assist in performance management and employee evaluation
- Maintaining employee records and paperwork
- Adhere to laws and regulations

Required Qualifications and Experience:

- Must have a bachelor degree of HRM, Business admin, Laws or any related field.
- 2 years of experience as an HR Officer or similar HR role
- Excellent knowledge of various HR functions such as pay & benefits, recruitment, onboarding, evaluation, training & development
- Good understanding of labour laws
- Proficient in Ms. Office
- Outstanding organizational and time-management skills
- Excellent communication and interpersonal skills
- Problem-solver
- Good decision-making skills
- Women are highly encouraged to apply

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: recruitment.tanzania@brac.net with a subject "HR Officer".

Application deadline is 11.03. 2022.

Only shortlisted candidates will be contacted.

BRAC Tanzania is an equal opportunity employer and is against all forms of Exploitation, discrimination and harassment at work place.