



Job title: Human Resources (HR) Team Leader

Employment category: G

Reporting to: Support Services Manager

Direct reports: 1 Officer, 1 Assistant, Cleaners and Guards

Unit/department: Support Services

Location: Kibondo with frequent travel to Kasulu Office and camp based offices in Nduta and Nyarugusu

Deadline: 30 August 2022

Overall purpose of the role:

DRC Tanzania has recently identified the need for further strengthening of its human resources functions, with an especial focus on strengthening the HR capacities in its offices in Kigoma region. It's DRC ambition to attract and retain the best talent also through meaningful capacity building of its staff. DRC is looking to hire a senior human resource professional who along, with the Support Services Manager, will provide oversight to day-to-day activities in the HR department and will support the Support Services Manager (SSM) with the development and roll out of new human resource policies and procedures for DRC Tanzania and where relevant in Burundi operations.

Responsibilities:

HR

- Lead and manage the HR team (including people planning, performance, well-being and development)
- Maintain in depth knowledge of both DRC HR policies as well as Tanzania legal requirements related to the management of employees, reducing legal risks and ensuring regulatory compliance. Ensure the DRC Tanzania HR Manual is up to date and understood by staff

- Support in reviewing and updating job descriptions, structures etc. Ensure job descriptions are in place for all roles and staff have signed and received JDs
 - Assist in preparation of payroll, WCF, social security and tax submissions etc, ensuring staff records are updated with respective statutory authorities (NSSF, Loan's Board, WCF.
 - Keep Area manager and Finance Manager up to date with any changes on PAYE, WCF, SDL, Loan's Board rates as official communication.
 - Support in creating Debit number for TRA payments (SDL and PAYE)
 - Ensures up-dating and distribution of area office staff lists including contact details on a monthly basis
 - Support the issuing of new contracts, termination of contracts and other contract notifications
 - Oversee the recruitment of staff, provide guidance to all staff involved in recruitment processes, develop and adapt policies where required and ensure that they are effective, efficient, fair and transparent, promote equal opportunities, also aimed at leading the process of getting more women in senior positions within the organisation
 - Ensure reference check as per DRC's referencing policy and documents verification to avoid fraudulence before offer letters are made to the successful candidates. Maintain proper documentation of recruitment related files as per set check list
 - Facilitate HR inductions for all staff, both national and international. Ensure each staff joining is briefed on DRC policies, Code of Conduct and operations handbook and address any needs that might arise
 - Provide support around performance feedback, coaching, counseling, career development, and identifying and executing appropriate actions up to and including terminations
 - Support in process of staff disciplinary in line with DRC's disciplinary and grievances policies
 - Ensure sickness and leave records, policies and procedures are followed and up to date
 - Coordinate with insurance providers and PPS consultant and ensure staff are aware of policies and benefits
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- Analyze, map and provide data to the SSM and Area Manager which shows improvement\decline of HR systems, policies and procedures
 - Propose improvements to promote retention of staff including analysis of exit interview feedback
 - Support the development and roll out of staff capacity building plan, managing capacity building budgets
 - Ensure efficient electronic filing on Dynamics and other systems granting strict confidentiality of employees' personal files and other administrative private documents
 - Conduct regular field visits to review the implementation of human resources and administrative procedures.
 - Participate in the HR induction session for Partners ensuring alignment with DRC policies and procedures.
 - Manage and resolve complex employee relations issues
 - Consolidates data and prepares reports providing real time information to support the day-to-day HR processes using Dynamics
 - Support the SSM in preparing policies and SOP's related to HR department.

- Participate in area office monthly management meetings, and facilitate Quarterly meetings of all staff
- Ad hoc tasks and assignments in support of overall HR management

Admin

- Create and maintain a robust filing system, including the archiving of key documents.
- Roll out and effectively implement HR Dynamics (electronic system) with HR and Field staff, including recording of leave, sickness, performance reporting
- Process all necessary agreements, permits and licenses necessary for HR operations. This also includes visas, registration and permits for expatriates

Experience and technical competencies:

- Have a minimum 4+ years professional experience in Human Resource Management and policy principles in areas such as recruitment, performance management, staff payroll, tax, labor law
- Day to day management and supervision of staff
- Ability to work independently, take the initiative and take responsibility
- Organization and ability to manage priorities
- Proactive approach to making proposals and identifying solutions
- Previous experience working in an international environment and/or an international organization.

Education:

- University degree in Human resources management, Business administration or any related field of study
- Professional level in dealing with Microsoft office
- Previous experience in working with HR\Payroll software

Languages:

- Essential: Professional working language in Swahili and English
- Knowledge of French is as asset

Key stakeholders:

- Area Manager, Project managers, Coordinators, Support staff in all offices
- Regional and HQ HR colleagues
- Government officials
- Consultants/ lawyers

Core competencies *Basic* *Advanced* *Expert*

Striving for excellence

Collaborating

Taking the lead

Communicating

Demonstrating integrity

APPLY HERE