



POSITION: HUMAN RESOURCE MANAGER

Reports To

Director of Partnerships & Program Development

Position Overview

Food for His Children (FFHC) is a Christian community development organization working to eradicate extreme poverty in rural Tanzania. We are seeking a people-oriented, team-centric individual with prior experience in human resource (HR) management. This position will be the go-to person for all employee-related matters concerning job design, recruitment, employee relations, performance evaluations, training & development along with talent retention. This position will work closely with the Director of Partnerships & Program Development of Partnerships & Program Development to ensure that FFHC's human resource practices are developed and implemented effectively. In addition, this role will assess current practices to recommend improvements then develop a structure around employee and company policies in accordance with Tanzanian law. We believe that people are our most important asset hence the HR Manager will play a critical role in ensuring that we have a congenial and productive workplace where everyone works in union to reach our organization's mission and objectives.

As with all of FFHC's staff members, our hope is for the Human Resource Manager to lead through service and example. To be a source of reminder of what Jesus teaches us in John 15:5, *"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit, apart from me you can do nothing."* To encourage each team member to commit to fulfilling God's Kingdom purpose in the work that we do and the lives that we lead.

Primary Responsibilities and Duties

Human Resources

- Using Jesus as an example, partner closely with the Operations Consultant to create a culture of excellence
- Mentor FFHC staff and volunteers to be Christlike and to identify and use their gifts and talents to further the organization's mission and become all God created them to be
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Manage the recruitment and selection process, develop job specifications as required, implement creative and resourceful ways to recruit new talent
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital



- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Oversee and manage performance appraisal for FFHC staff members, assist the Director of Partnerships & Program Development as needed in formulating a standardized practice to review and evaluate personnel performance on a quarterly/semi-annually and annually basis
- Make sure all performance reviews are done on a timely manner
- Recommend creative and effective solutions to drives high performance (not only fiscally based, but in accordance with the values of FFHC)
- Assess training needs for staff, recommend programs to Director of Partnerships & Program Development
- Manage disciplinary procedures when necessary to ensure all staff adheres to the organization's policies and values. When any staff members require disciplinary action to take place, ensure to alert the Director of Partnerships & Program Development and carry out the plan in a timely manner
- Employ various initiatives to coach employees to optimize their capabilities
- Ensure the organization is staffed with well-trained, qualified, engaged and motivated employees
- Work closely with the executive management team to develop effective hiring, training, and compensation plans to retain our quality talent; and lead and mentor staff, engaging and empowering them to be successful in serving program beneficiaries and other stakeholders
- Provide relevant professional development training to employees
- Ensure new staff completed required legal and company documents on the first day of work and that they abide by FFHC's Code of Ethics
- Complete employee onboarding and training in collaboration with the Director of Partnerships & Program Development

Policy and Procedures

- Assist in creating efficient internal processes, policies and procedures for the organization and ensure they are followed by staff members
- Establish policies and procedures that promote organizational culture and vision
- Implement a method to review legal documents related to personnel matters and ensure compliance with local and national policies, regulations, and laws in Tanzania



- Assure all legal and regulatory documents related to labor laws and requirements are filed and monitor compliance with laws and regulations
- Manage contract negotiations, contract review and statutory compliance with vendors/suppliers related to staff matters
- Review current business strategies, plans and policies, make recommendations for improvement working collaboratively with the Director of Partnerships & Program Development and US Executive Director

Payroll, Timesheets, & Personnel Expense, & Office Supplies Management

- Manage timesheets and payroll – ensure that staff members are paid for the times worked
- Manage and track annual leave, sick time, and medical benefits – ensure all staff follows the procedures as outlined to them
- For staff members that opted to deduct their loan payments from their salaries, ensure this is done properly and correctly
- Make sure all payments to government authorities related to payroll is done correctly and on time
- Monitor and track staff members expenses for travel, fuel, repairs and maintenance, meals etc are done accurately and on time
- Ensure proper tracking and management of office supplies

Qualifications

- Desire to live and lead like Jesus, or Alignment with Food for His Children's core values and beliefs
- Bachelor's degree in Business Administration, Community Development, Nonprofit Management, Human Resources, or other related field or equivalent work experience.
- Minimum three years of experience in Human Resource role
- Experience managing a team is highly preferred
- Demonstrable experience with human resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company



- In-depth knowledge of labor law and HR best practices
- Ability to analyze trends in compensation and benefits in Tanzania, specifically in Karatu and Arusha
- Three or more of the following describe you: people-oriented, organized, achiever, problem solver, organized, empathetic, strives for excellence
- Experience in managing conflict and promoting resolutions to stressful situations
- Demonstrated competency in working in human resource related field
- Excellent communication skills (written and verbal), time management and experience working with different cultures
- Experience managing organizational payroll, timesheets, insurance/benefits, expenses
- Proficient with computers and MS Office, and experience with software platforms like MS Office, Google docs, Survey platforms (Kobo, Google Forms, etc), QuickBooks and other database systems
- High attention to detail and a critical thinker with excellent organizational skills; ability to prioritize and execute tasks and to manage multiple, high priority tasks
- Self-motivated, self-starter and have the desire and ability to successfully work independently and as a part of a team
- Strong service and work ethic, ability to meet deadlines, and the ability to contribute to the overall quality and direction of the ministry
- Experience in evaluating, onboarding, training, supervising and motivating employees

If you possess the required qualifications and are enthusiastic about this opportunity, kindly submit your cover letter, curriculum vitae, academic and professional certificates. Additionally, provide the names and contact information of three referees. Please send your application to the following address:

**Director of Partnership & Program Development
Food for His Children Inc
P.O. Box 172
Karatu, Tanzania
Email: jobs@foodforhischildren.org**

The application deadline is 12th February 2024. Only shortlisted candidates will be contacted.