



Regional HR Manager

Reports to: Sr. HR Manager and Mainland Tanzania Director
Location: Dar es Salaam, Tanzania
Start Date: As soon as possible

Who we are

D-tree is a global digital health organization dedicated to ensuring that everyone has access to high-quality primary healthcare in underserved areas. We do this by working with governments to design, build and deploy digital tools for frontline health workers that improve their ability to deliver high-quality, evidence-based care. D-tree **engages** with governments to develop a shared vision for the potential of digital health, **demonstrates** the effectiveness of digital systems to improve health outcomes, and **accompanies** governments to scale these digital systems nationally and institutionalize them within their broader health systems.

D-tree is among the most experienced digital health partners in Tanzania, having worked with the government and multiple NGO partners since 2008 on a wide range of digital health programs focused on improving the quality of healthcare delivery. We are currently collaborating with the Tanzanian government on a digitally-enabled primary health care program in Kibaha, which has gained significant interest and is poised to strengthen a number of government digital health systems in Tanzania. We are also engaged in an early-child development research collaboration in which we are designing digital tools to facilitate an integrated community-based ECD parenting program, and will be engaging as the digital health partner in a large-scale community health TB/HIV program. As our portfolio in the digital community health space continues to grow, we have an opportunity to expand our engagement with the national government to serve as a key digital health partner for strengthening primary health care services. This is an exciting opportunity to help deepen and expand our work and impact.

Our values are the driving motivators for how the D-tree team works day in, day out, shared by all team members. They include:

- We **think big** because we have faith in our ability to succeed.
- We are **excellent stewards** of time, resources, and money.
- We value **balance** between work and life.
- We keep the **people we work for and with** at the center of everything we do.
- We **respectfully challenge the status quo** as we are always in search of a better way.
- We **continuously learn and adapt** to become the best version of ourselves.
- We believe that **our strength lies in our diversity** and how we perform as a team.
- We **go above and beyond** because people's health and lives are at stake.

Who you are

We are seeking a skilled and dedicated **Regional HR Manager** based in Dar es Salaam, Tanzania who is inspired by our mission and provides comprehensive HR support to our supervisors and employees in Tanzania, Zanzibar, Malawi and Zambia. You are a detail-oriented, customer-service driven professional who will actively contribute to the employee experience while managing HR day-to-day activities and administrative

processes. You have at least 8 years of experience in a similar role at an international NGO and will be able to step into this position and under the supervision of the Sr. HR Manager, help guide the direction of HR within the organization. You are someone who takes initiative, thinks creatively and embraces a variety of challenging yet inspiring work responsibilities and thrives in fast paced, multi-cultural work environments.

What you will do

This position will primarily support supervisors with local recruitment, employee relations, disciplinary issues, and performance management in Tanzania and Zanzibar (70%), Malawi (20%), and Zambia (10%). The Regional HR Manager will report to the Sr. HR Manager, based on the global support team in the United States and the Mainland Tanzania Director.

Specific responsibilities include:

Recruitment & Onboarding

- Collaborate closely with hiring managers in the assigned region to understand HR needs and provide guidance on local recruitment strategies, ensuring compliance with local labor laws and regulations
- Support supervisors in the end-to-end recruitment process, including drafting job descriptions, advertising vacancies, screening resumes, conducting interviews, and facilitating the selection and onboarding of qualified candidates
- Make verbal job offers to final candidates based on D-tree's defined compensation framework and follow up with written contracts and new hire paperwork
- Lead work permit process for expat employees as necessary

Record-Keeping/Compliance

- Maintain accurate and up-to-date employee records, including personnel files, contracts, and other HR-related documentation, ensuring compliance with data protection and privacy regulations
- Assist in the implementation of D-tree HR policies, procedures, and initiatives within the assigned region, ensuring alignment with D-tree's global HR guidelines and standards
- With Sr. HR Manager, analyze exit interview key insights for departing staff, track and analyze turnover as well as retention data (i.e. understanding what keeps our team happy as retaining top talent is a #1 priority)
- Stay updated on local labor laws, regulations, and employment practices in Tanzania, Zanzibar, Malawi, and Zambia, and advise supervisors accordingly
- Assist managers with D-tree policy interpretation

Employee Relations and Experience

- Provide first-level HR support, including answering employee inquiries, and participating in HR projects and initiatives as assigned
- Work with Sr. HR Manager to assist supervisors in addressing disciplinary issues and implementing appropriate measures, ensuring fair and consistent treatment of employees in accordance with company policies and procedures
- Conduct employee investigations in tandem with the Sr. HR Manager

Performance Management

- Assist Sr. HR Manager in providing support to supervisors in managing employee performance, including setting performance goals, conducting regular performance evaluations, and addressing performance concerns

Other

- Collaborate with the HR Manager to implement global HR programs and initiatives within the region
- Facilitate quarterly supervisor calls to promote learning and development
- Work with the Sr. HR Manager on implementation and adaption of fluid HRIS (BambooHR) for all employees in all locations to enhance efficiency and improve recruitment, onboarding, off boarding, training and performance management

Qualifications

The following attributes are a general overview, but we will consider individuals who do not meet all of the details below if you have the right skillset and attitude.

- Bachelor's degree in Human Resources Management, Business Administration, or a related field
- Minimum of 8 years of HR experience, with a focus on recruitment, employee relations, and performance management, preferably in a multinational organization
- In-depth knowledge of local labor laws, regulations, and employment practices in Tanzania and Zanzibar. (Exposure / awareness of countries of Malawi, and Zambia preferred)
- Proven experience in conducting effective and efficient recruitment processes, including sourcing, screening, and interviewing candidates
- Familiarity with disciplinary procedures and performance management best practices
- Strong interpersonal and communication skills, with the ability to build effective relationships with supervisors and employees at all levels of the organization and in multinational organization
- Excellent problem-solving and conflict resolution abilities
- Ability to handle sensitive and confidential information with discretion and professionalism
- Detail-oriented with strong organizational and time management skills
- Proactive and self-motivated with the ability to work independently and as part of a team
- Proficiency in using Microsoft Office and Google Suite
- Fluent in English and Swahili, both written and spoken

Salary Range:

58,500,000 TZS to 90,000,000 TZS gross annual salary inclusive of all cash compensation.

Salary scales are set according to an explicit compensation policy, and relevant market data is analyzed when setting ranges for each role. To ensure internal parity, D-tree will analyze the candidate's overall number of years of experience as well as relevant technical expertise pertaining to the position and in

comparison with staff in the same job group to make the offer salary. Because salary ranges are small and the internal parity review is thorough, **offers are firm.**

Application information

To apply for this role please complete the application link. Only applicants who respond to all questions and include their CV as well as a thoughtful, tailored cover letter will be considered. Please note that by applying to this position, you consent to your name being checked against a terrorist watch list following an offer of employment.

[APPLY HERE](#)