



CAREER WITH BRAC TANZANIA FINANCE LIMITED.

BRAC TANZANIA FINANCE LIMITED (BTFL) is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic, and self-motivated individual to fill up the following position.

Position (1): HR Manager - Strategies

Job Location: Country Office, Dar Es Salaam

MAIN JOB RESPONSIBILITIES:

- Ensure continuous improvement of HR systems and policies in line BRAC Standard Operating Procedures, practice and the changing Tanzania legislation and regulations.
- Championing the preparation departmental Standard Operating Procedures and development of the departmental budget
- Ensure the probation tracking of all new staff and its efficiency.
- Championing all the departmental strategic engagements and liaising with stakeholders
- Managing and updating Organization structure periodically
- Periodically organize policy sharing events to the concerned field staffs.
- To communicate the gaps of various policies and process and the possible solutions to the management
- Assist in Performance management system in terms of objective setting, Midterm review and year-end review.
- Management and updating the Human Resources Policies and Procedures (HRPP) periodically.

REQUIRED SKILLS/ CAPACITY:

- At least 4-5 years of substantial experience in a generalist human resource officer role and/or as an HR business partner role, including experience in the development of HR strategy, HR policy development, performance management and appraisals and staff engagement.
- General knowledge of HR compliance, labor law and regulations
- Experienced at multitasking under pressure against demands and deadlines, whilst always maintaining a positive and constructive attitude
- Flexible approach to working, able to pick up a variety of tasks/projects with minimal supervision.
- Computer literate
- Able to plan and priorities workloads.
- Excellent verbal and written communication
- Innovation
- Excellent interpersonal skills
- Evidence of the practice of a high level of confidentiality and maturity
- Excellent organizational skills

EDUCATIONAL REQUIREMENTS

- Must have a bachelor's degree in human resources management.

EMPLOYMENT TYPE: CONTRACTUAL

If you feel you are the right match for the above-mentioned position, please email your CV with a letter of interest mentioning expected salary and the title of the position to recruitment.tanzania@brac.net

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 07th June 2024



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BRAC Tanzania Finance LTD is seeking applications from competent, dynamic, and self-motivated individual to fill up the following position.

Position (1): HR Manager - Services

Job Location: Country Office, Dar Es Salaam

MAIN JOB RESPONSIBILITIES:

- Oversees the daily workflow of the HR service unit.
- Handles disciplinary issues and termination of employees in accordance with company policy.
- Handles timely evaluations for probation, contract renewal/ end of contract and provision of letters.
- Update employee's database, attendance.
- To deal with the performance management/ promotions/salary increment & inflations.
- Management of the organization payroll system.
- To ensure the implementation of labor law, HRPP and compliance of working rules and procedures

REQUIRED SKILLS/ CAPACITY:

- Five (5) years of experience working in a Human Resources field, leading a unit.
- Ability to motivate employee.
- Familiarity of employment-related laws and regulations.
- Team player, work independently to meet deadlines, motivator, ambitious to success and a person with positive attitude.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office or related software.
- Proficiency with or the ability to quickly learn the organizations System.

EDUCATIONAL REQUIREMENTS

- Minimum bachelor's degree in human resources management.

EMPLOYMENT TYPE: CONTRACTUAL

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