



VACANCY ANNOUNCEMENT

1. **JOB TITLE: HUMAN RESOURCES OFFICER**

Department: **HR and Administration**

Location: **Dar es Salaam**

Reports To: **Senior Human Resources and Administration Manager**

Classification: **Full-time**

How will you fight for an AIDS-free generation?

Under the overall guidance and supervision of the Senior Human Resources and Administration Manager, the Human Resources Officer will provide support in the day-to-day management and administration of the human resources function. The incumbent ensures that HR initiatives are aligned with EGPAF's mission, values and long-term business strategy, and that they support the evolving HR needs of the country program. The overall objective of the position is to support the development and retention of a high-performance work force and a learning culture.

No two days are alike at EGPAF, but what can you expect in this role?

- Administer recruitment processes, including planning and evaluating staffing needs, developing and posting vacancy announcements, tracking and reporting on recruitment processes, screening, short-listing applications and interviewing as well as facilitate new employee onboarding, development and separation.
- Work with Senior HR and Admin Manager to coordinate HR policies and procedures around employee terms & conditions of service, salaries and

benefits including life insurance medical schemes, social security and staff welfare.

- Ensure complete and up-to-date employment documentation and confidential handling of employee information by effectively maintaining accurate monthly data validation and org charts.
- Timely work with all employees to ensure organizational documentation is obtained, properly filed, updated as necessarily including receipt of critical HR documents such as updated contracts, employee handbook, and job descriptions.
- Coordinate employee learning and development plans including annual staff development plans and preparation of monthly reports for tracking and accountability purposes.
- Prepare and submit monthly HR reports to international HR and ensure that these are accurate and submitted on a timely basis in collaboration with the Senior Human Resources and Administration Manager.
- Ensure compliance with all internal policies and procedures as well as external regulatory requirements and applicable Labour laws i.e. WCF, HSLB, and NSSF etc.
- In collaboration with SHRAM and partnering with project offices reinforce standard of conduct and respectful working environment. Promote commitment to maintaining mutual respect, safety, tolerance and ensure that all issues are handled as per the HR standards.
- Work with Payroll administrator to align all necessary changes every Payroll calendar month and make sure all information in the EGPAF payroll system aligns with personnel records.
- Audit the employee information system and make sure HR information is up to date.
- Act as Country Safety and Security focal point. Administer the Call Tree and Business Continuity Plan and make sure it is updated all the time.
- Monitor and facilitate timely implementation of the Performance Appraisal System by training staff on the use of performance management system, goal setting, encourage and guide staff and managers for completion of the process within the deadlines.
- Facilitate timely HR Admin support to employees upon request on matters pertaining to bank loans, introduction letters, and facilitate employee social security contribution updates.
- Work with IHR point of contact to manage the employee Service awards throughout the year.
- Perform any other duties related to HR and Administration department as may be assigned from time to time by the supervisor.

To be successful, you will have:

EDUCATION

- Bachelor's degree in Human Resources, Business Administration, Sociology or related.
- Master's degree in above or related field is a plus.
- International Certification in Human Resources.

KNOWLEDGE AND EXPERIENCE

- Five years of relevant professional experience.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage
- Knowledge of International Human Resources practices is a plus.

COMPETENCIES

- Proficiency in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook.
- Previous experience in HR information management systems and performance management
- Attention to detail, ability to organize paperwork in a methodical way;
- Ethical, discreet, details and stakeholders-oriented, patient and willingness to learn new things.
- Cross cultural communication skills
- Recruitment and talent management skills
- Compliance and legal knowledge of Tanzania employment laws
- Team engagement and leadership skills
- Flexibility and adaptability

HOW TO APPLY

EGPAF is an equal opportunities employer and the position is open to all. Qualified candidates should submit a CV, cover letter and relevant certificates explaining how the

experience detailed in the CV will contribute to the requirements of the position and references to EGPAF.

Submissions to be sent to the below Link:

[APPLY HERE](#)

Closing Date: **August 4th 2024**

Only shortlisted candidates will be contacted.

2. JOB TITLE: FINANCE OFFICER

Department: **Finance**

Location: **Dar es Salaam**

Reports To: **Senior Finance Manager**

Classification: **Full-time**

How will you fight for an AIDS-free generation?

As a member of the EGPAF Tanzania Operation Team, assume responsibility for managing payables, inventory, asset management, VAT exemptions, logistical support, service contracts, and overseeing the Logistics Assistant and other related finance activities. Ensure that all assets, inventories, and archiving are managed and administered according to Foundation and donor regulations and policies. Ensure distribution of supplies, equipment, maintaining inventory and asset records. Ensuring that records are systematically archived and retrieved when needed. Ensure that transactions are timely recorded in the Foundation's systems.

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Payable Management

- Receive and review invoices for accuracy and compliance with Foundation policies.
- Ensure timely payments to vendors and suppliers.
- Resolve payment discrepancies and issues timely.

- Ensure vendors are submitting statements on monthly basis and reconcile the accounts payable ledger to ensure that all payments are accounted for and properly posted.
- Prepare accounts payable tracker/ reports as needed.
- Collaborate with procurement department to ensure accurate and timely processing of transactions.

VAT Exemptions Management

- Ensure VAT exemptions for all offices/program are obtained for all procurement /payments in conjunction with USAID, Ministry of Health and Tanzania Revenue Authority procedures.
- Prepare and submit accurate and timely VAT exemptions as per Foundation VAT exemptions process SOPs/guidelines.
- Perform monthly reconciliation of VAT accounts/ledger to ensure accuracy in VAT monthly report.
- Monitor and manage VAT refund claims to ensure timely and accurate submissions.
- Follow up with tax authorities on the status of VAT refund claims.
- Maintain detailed records of refund claims, follow up and communications with tax authorities.

Asset and Inventory Management

- This includes maintaining records of all EGPAF assets, such as equipment, vehicles, machinery, and property.
- Ensure asset and inventory physical verification is done as per Foundation policy.
- Conduct periodic physical inventory counts of assets and assign bar codes to assets.
- Reconcile asset register and report of physically verified report
- Ensure Foundation Asset is disposed in accordance to Donor and EGPAF policy
- Maintaining accurate records and documentation is essential in asset and inventory management.
- Staff members in these roles are responsible for documenting asset transactions, updating inventory databases, and generating reports on asset utilization. These reports provide valuable insights for decision-making and financial planning.

- **Compliance and Risk Management:** will ensure compliance with regulatory requirements, donors and internal policies related to asset management and inventory control. The implementation of procedures for asset protection, security, and maintenance to mitigate risks such as theft, damage, or obsolescence.

Logistics Support

- Provides logistical support to the EGPAF Program as needed.
- Manages disposal of all property and equipment in accordance with EGPAF and Donor/USG regulations.
- Ensures proper inventory reports and controls are in place for all EGPAF property and equipment.
- Identify, train and coordinates activities of Property Managers in each office

Field Support

- Liaise with Field finance & admin Staff to ensure asset/inventory and logistics policies and procedures are implemented in each office.
- Ensure the asset /inventory are updated in the asset tiger system as required.
- Ensure proper documentation of inventory/asset files in sub/field-offices

To be successful, you will have:

- Degree in Accounting, Finance, Logistics or Equivalent.
- Registered with the Accountant/Supplies Professionals Registration Board
- 3 to 5 Years of working experience preferably with an NGO or in the Social/Health sector.

Bonus points if you have:

- Strong oral and written communications skills
- Excellent organizational skills and problem-solving skills.
- Experience in basic computer applications such as MS Word, Excel and Power point
- Ability to work under pressure and tight deadlines

HOW TO APPLY

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