



The Henry M. Jackson Foundation for the Advancement of Military Medicine (HJF) is a nonprofit organization dedicated to advancing military medicine. We serve military, medical, academic and government clients by administering, managing and supporting preeminent scientific programs that benefit members of the armed forces and civilians alike. Since its founding in 1983, HJF has served as a vital link between the military medical community and its federal and private partners. HJF's support and administrative capabilities allow military medical researchers and clinicians to maintain their scientific focus and accomplish their research goals.

This position will be in support of HJF Medical Research International, Inc. Tanzania (HJFMRI) program.

JOB TITLE: HUMAN RESOURCES ASSISTANT

HJFMRI is seeking **Human Resources Assistant** to assist in human resources planning, recruitment and selection, talent management, performance management, function evaluation, rewards, well-being, training and development, compliance, health, and safety, staff relations and handling staff grievances, record keeping, HR audits, etc. The position shall provide support to the HR function to ensure the HJFMRI-Tanzania Human Resources objectives are met in the most compliant, efficient, and effective manner possible. The position is based in Mbeya and reports to the Human Resources Coordinator.

Responsibilities:

- Assist in the day-to-day operations of the HJFMRI-Tanzania Human Resources function.

- Assist in HR planning, recruitment and selection, talent management, performance management, function evaluation, rewards, well-being, training and development, compliance, health, and safety, handling staff grievances, record keeping, HR audits, etc.
- Assist in managing the development and implementation of staff training and capacity building programs.
- Assist with the new hire application processes such as raising Position Requisition, collecting required applications, coordinating with interview committee members and candidate dates of interview and send interview feedback to candidates.
- Assist in managing employee relations, grievances, and disciplinary actions.
- Assist with following up with medical insurance service provider(s) to ensure staff obtain their membership cards timely.
- Assist with coordinating HR projects including meetings, staff trainings, surveys and minutes taking.
- Assist with the onboarding process for new hires, including orientation and training programs.
- Collaborate with other respective departments (Admin and IT, for instance) to ensure availability of office space and working tools for staff.
- Assist with HR documentation including ensuring staff personal files are adequate (have all required information/documents) and up to date, including assisting in HR audits.

- Provide clerical support to the HR function including departmental filling, responding to HR enquiries, travel arrangements and other miscellaneous duties.
- Assist with planning and coordinating employee recognition events such as Staff meetings.
- Perform other HR tasks as assigned by your supervisor that are necessary to achieve the objectives of this position.

Qualifications

Required Knowledge, Skills, and Abilities

- In-depth knowledge of the Tanzania labor laws (Employment and Labor Relations Act), and human resources best practices.
- Demonstrate good judgment; approachable and professional; solid problem-solving skills; ability to handle multiple tasks; self-motivated and well organized.
- Demonstrate high integrity and strong values, including confidentiality.
- Detail-oriented (attentive to details) and able to perform in a high-pressure environment.
- Analytical, problem solving and exceptional organizational skills.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.
- Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.

- Ability to build and maintain sound relationships with stakeholders; competence to build and effectively manage interpersonal relationships at all levels of the Organization.
- Ability to multitask and work under minimum supervision.
- Proficient in MS Office applications and HR systems.

Education and Experience

- Bachelor's degree in human resources management or related field required.
- At least three (3) years' relevant professional experience in human resources management.
- PEPFAR (DoD, USAID, or CDC) and INGO experience in a cross-cultural setting preferred.

Work Environment

- This position will take place primarily in an office setting.

Employment with HJF is contingent upon successful completion of a background check, which may include, but is not limited to, contacting your professional references, verification of previous employment, education and credentials, a criminal background check, and a department of motor vehicle (DMV) check if applicable. Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Chief Human Resources Officer.

How to Apply:

To submit your application, please follow the link provided below.

[APPLY HERE](#)