



JOB TITLE: HR Manager

City: Dar es Salaam

Country: United Republic of Tanzania

The HR Manager position is responsible for building relationships and partnering with employees and management to meet Feed the Children objectives and serve the mission. The position formulates partnerships across the HR function to deliver value-added services to management and employees that reflect the business objectives of the organization.

The HRM will provide advice to leadership regarding best practices to maximize employee efficiencies, champion a diverse workforce throughout the employee life cycle, and foster a culture of continuous improvement through performance management.

The successful candidate should have a good understanding of business functions, excellent communication skills, good interpersonal skills, strategic thinking, and good organizational skills.

Reports Directly To:

Regional HR Business Partner.

Works Directly with:

All staff in Tanzania, as well as the International Operations team

Supervisory Responsibility

Receptionists/admin assistants

Principal Responsibilities

- Develop and ensure implementation of HR policies, procedures, and guidelines on issues such as performance management, salaries and benefits, working relations, disciplinary procedures and professional development
- Lead staff recruitment, placement, and contract management processes and respond to unsuccessful candidates.
- Develop orientation schedules and work with relevant supervisors on the orientation of new staff. Conduct staff orientation/induction processes for the HR aspect of the induction.
- Oversee that staff and supervisors develop 90-day and annual objectives on time, and that reviews are conducted, guiding that process where necessary
- Maintain and update efficient and effective filing and retrieval systems to ensure the accurate completion of employee records and HR documents for both separated and new staff.
- Regular updating of staff contacts, organization chart, and strategy.
- Provide HR support and advice to managers, team leaders, and employees.
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Formulation and review of the organization's policies and procedures in accordance with local laws. Stay abreast of labor law changes impacting the operations.
- Support the process of job planning.
- Maintain staff knowledge of all workplace policies and facilitate compliance through annual refresher training.
- Regularly review staff job descriptions and guide supervisors on the development of job descriptions (JD) for all staff. Ensure that the JDs are kept up to date.
- Plan, coordinate, and schedule staff training programs, HR, and other organizational significant events.
- Create and update an organizational record of all staff development events (training, team building, courses, seminars, workshops, etc.)
- Manage staff compensation and benefits (Salaries, Pensions, Medical, GL) with integrity and confidentiality and work closely with service providers on arising matters.
- Manage staff conflict, disciplinary, and grievance cases per FEED policy and country laws.
- Prepare payroll and collaborate with the finance department to ensure payroll, payments, and statutory obligations are met on time. This will include the timely submission and proper filing of statutory deductions.
- Provide supervision and oversight to the receptionists/admin assistants, mentoring and coaching them.

- File NGO annual returns on time and related compliance
- Other duties assigned by the Line Manager within skillset and capabilities.

Job Level Specifications

- Skillful interpersonal relations, time management, multitasking, and problem-solving abilities.
- Effective communication skills, both written and verbal.
- Proficiency in the Microsoft Office suite and databases.
- Excellent understanding and interpretation of the Tanzanian labour laws
- Demonstrated high levels of confidentiality and integrity in handling staff matters.
- Ability to work independently in an unstructured environment as well as with a team
- Strong intellectual and analytical skills
- Self-motivated, organized and detail-oriented

Experience

- 5-7 years of working experience as an HR Manager or HR Business Partner
- Experience working in the NGO arena will be an advantage.
- Knowledge of USAID regulations and USG funding rules will be an added advantage.

Education/Certifications

- University Degree in Business Management or related Social Science

Safeguarding Policy

FEED strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FEED holds a zero-tolerance policy against sexual exploitation, abuse and harassment. FEED expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FEED work is carried out in honest and fair methods, in alignment with the FEED Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

DISCLAIMER:

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those

stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent or applicant when possible.

How to apply

This role is open to candidates who have citizenship or work authorization in Tanzania only.

Please send your CV, and cover letter, highlighting your suitability for the role to email address: feedinternationaljobs@feedthechildren.org by 07 November 2024. Please include the position you are applying for in the subject line of the email. Note that only shortlisted candidates will be contacted. FEED International reserves the right to not fill any advertised post.