



Job Title	HR Intern
Location	Dar es Salaam, Tanzania
Reporting	People & Culture Officer
Engagement Type	Internship
Background.	Aqua-Farms Organization (AFO) is a Non-Governmental Organization registered under the NGO Act, 2002 of the government of the United Republic of Tanzania with registration number ooNGO/0009297. Aqua-Farms Organization was established in 2016 and became registered on 6th July 2017. The organization aims to boost financial access, heighten community awareness about aquatic conservation, and vigorously advocate for community-driven economic growth.
Roles and Responsibilities:	<p>Recruitment Support</p> <ul style="list-style-type: none"> Assisting in job postings, screening resumes, Scheduling interviews. <p>On-boarding</p> <ul style="list-style-type: none"> Helping with on-boarding process for new hires, including preparing welcome materials and coordinating orientation sessions. <p>Employee Records Management</p> <ul style="list-style-type: none"> Maintaining and updating employee files, ensuring compliance with data protection regulations. <p>HR- Projects</p> <ul style="list-style-type: none"> Assisting in HR special projects like employee engagement surveys or training programs. <p>Data- Entry</p> <ul style="list-style-type: none"> Inputting and managing data in HR systems or databases. <p>Policy Research</p> <ul style="list-style-type: none"> Conducting research on HR best practices and policies. <p>Communication</p> <ul style="list-style-type: none"> Assisting in drafting internal communications, newsletters or employee announcements <p>Employee Relations</p> <ul style="list-style-type: none"> Providing support by helping with staff inquiries or issues, and assisting in organizing team building activities. <p>Training assistance</p> <ul style="list-style-type: none"> Aiding in coordination of training sessions or workshop. <p>Administrative tasks</p> <ul style="list-style-type: none"> Performing daily administrative tasks like filing, answering calls and organizing documents <p>Attend to other duties as assigned</p>

Knowledge & Qualifications:	<ul style="list-style-type: none"> ● Proficient understanding of Tanzania labour laws & employment legislation and regulations and ideally experience its compliance. ● Bachelor’s degree in Human Resources, Laws, Business Administration, Public administration or related field ● A fast learner with basic knowledge of MS Office, Ms Excel package. ● Working experience will be an added advantage
Skills & Capabilities:	<ul style="list-style-type: none"> ● Ability to think and plan creatively at strategic and operational levels. ● Ability to balance a strategic approach with hands-on work. ● Communicate sensitively and effectively with a wide range of people ● Lead and motivate a positive and inclusive team ethos. ● Build professional partnerships with staff and managers. ● Overcome barriers and find solutions to complex problems, sometimes in challenging and stressful circumstances. ● Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility
Personal qualities <ul style="list-style-type: none"> ● Commitment to respect and value equality and diversity, and understanding of how this applies to one's own area of work. ● Commitment to own continuing personal and professional development. ● Commitment to the vision, mission and values of AFO. 	
Application process: All applications should be submitted through this form or LinkedIn. AFO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.	
Deadline for applications is: Monday 31st October 2024, at 2359 Hours	