

## **HUMAN RESOURCES & ADMINISTRATION INTERN**

### **About the Organisation**

Established in 2004, the Financial Sector Deepening Tanzania (FSDT) is a donor-funded financial sector market facilitator that aims to achieve poverty reduction through a transformative financial sector that offers inclusive and sustainable financial solutions to improve the livelihood, wellbeing, and empowerment of underserved Tanzanians. FSDT's work is guided by the Making Markets Work for the Poor (M4P) approach, which aims to develop market systems that benefit poor people, offering them capacities and opportunities to improve their lives.

Currently, our main target markets are women and youth, who have been identified as the most financially excluded market segments in the country. FSDT is dedicated to supporting the financial sector in delivering inclusive, quality financial solutions that meet the financial needs of women and youth.

Through FSDT facilitation, we hope to achieve the following changes in the market:

- Improved policies, legal and regulatory frameworks that promote gender equality as well as economic and financial opportunities for women and youth;
- Improved availability of relevant financial sector infrastructures that will equip the financial sector players and other stakeholders with the ability to meet the needs and aspirations of women and youth;
- Financial service providers developing and scaling innovative and responsive financial solutions/tools for women and youth to promote equality, empowerment, and wellbeing;
- Improved confidence and capability of women and youth to demand and use financial solutions.

### **The Role**

<b>JOB TITLE</b>	HR & Administration Intern	
<b>DEPARTMENT</b>	Finance & Operations	
<b>REPORTING RELATIONSHIPS</b>	Reports directly to	Head of Finance & Operations
	Direct reports	—

### **Key Responsibilities**

The HR & Administration Intern will be responsible for the following:

#### **Human Resources**

##### **1. Recruitment & Onboarding**

- Assist in the recruitment and selection process, including posting job vacancies, screening resumes, and coordinating interviews.
- Support hiring managers in the selection process by scheduling and conducting initial screenings.
- Facilitate onboarding processes, including preparing employment contracts, collecting required documents, and conducting orientation sessions.

##### **2. Employee Relations & Compliance**

- Provide HR support to employees and managers regarding company policies and procedures.

- Assist with employee relations matters, ensure compliance with labor laws, company policies, and HR best practices and provide necessary documentation.

### **3. Records & Data Management**

- Maintain and update employee records, ensuring accuracy, confidentiality, and compliance with data protection policies.
- Manage HR databases and personnel files to ensure up-to-date information.
- Assist with audits and HR reporting as required.

### **4. Training & Development**

- Coordinate training and development programs to enhance employee skills and engagement.
- Track and report on employee training progress and compliance with mandatory training.

### **5. Payroll & Benefits Administration**

- Process payroll-related documentation, ensuring accuracy in timesheets, leave balances, and deductions.
- Support benefits administration, including employee queries and documentation.

### **6. HR Projects & General Support**

- Assist in HR initiatives and projects to improve employee engagement and operational efficiency.
- Provide administrative support to the HR department as needed.

### **7. Team Meetings Coordination**

- Support with taking team minutes, keeping records, and maintaining proper files; especially ensuring that documentation and follow up
- Carrying out other project specific tasks as assigned by management.

## **Program Administration Support**

### **1. Contract & Vendor Management**

- Manage vendor contracts, ensuring timely renewals and compliance with service agreements.
- Assist in reviewing vendor requirements and assessing service providers to ensure alignment with business needs.
- Coordinate with procurement and program teams to facilitate contract negotiations and approvals.

### **2. Meetings & Events Management Support**

- Support program meetings and events; ensuring that all necessary logistical support is provided so that participants can focus on achieving the purpose of the event:
- Organize the logistics associated with meetings and events (e.g. booking venues, organising equipment, stationery, refreshments, setting up and hosting remote meetings, transport)
- Provide support with the preparation, collation and circulation of agendas, documents and other meeting resources; especially liaising with staff to ensure timely production and submission.
- Support with taking minutes, keeping records, and maintaining proper files; especially ensuring that documentation associated with staff meetings is compliant with statutory requirements

## Role Requirements

### Qualifications and Education

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 1 year of HR experience, preferably in a generalist role and administration role.
- Strong knowledge of labor laws, HR best practices, and contract management.
- Excellent communication and interpersonal skills.
- Ability to handle confidential information with professionalism.
- Strong problem-solving and decision-making skills.
- Ability to adapt quickly and work independently in a dynamic environment.

## Personal Characteristics

### Commitment & Drive for Results:

You have values and personal ambitions that are aligned with FSDT's goals to support the financial sector to offer inclusive and sustainable financial solutions.

### Initiative & Decisiveness

You have a strong sense of ownership: taking personal responsibility for work, the impact we are seeking, and the achievement of critical higher-level goals. You are proactive in seeking out information or resources necessary for success, and you're able to overcome problems or obstacles with a 'can-do' attitude.

### Learning & Innovation

You continually improve your skills and knowledge and role-model a personal commitment to professional development. You are quick to recognise opportunities or new ideas and make use of them in your own work; and you respond to a new situation, or tough feedback, by learning, adapting and improving.

### How to Apply:

Please submit your application via email to [vacancy@fsdt.or.tz](mailto:vacancy@fsdt.or.tz)

Only short-listed candidates will be contacted.

### Application Deadline: 5<sup>th</sup> March 2025

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***FSDT provides equal employment opportunities (EEO) to all employees and applicants for employment.***