



<b>Job Title</b>	People and Culture Officer
<b>Location</b>	Dar es Salaam, Tanzania
<b>Reporting</b>	Head of People, Systems & Compliance
<b>Type of Position</b>	Fixed
<b>Reportees</b>	Office Attendants
<b>Grade and Salary</b>	Grade D and Salary AFO 6
<b>Contract Type</b>	1 Year, Renewable
<b>Start Date</b>	-
<b>Background.</b>	<p>Aqua-Farms Organization (AFO) is a youth-led Non-Governmental Organization registered under the NGO Act, 2002 of the government of the United Republic of Tanzania with registration number ooNGO/0009297. AFO works to champion marine conservation, climate resilience, and sustainable livelihoods through science, innovation, and indigenous knowledge. As the organization grows, our internal systems must enable agility, compliance, and an empowered workforce.</p> <p>“At AFO; we believe our people are our greatest asset.”</p>
<b>Job Summary</b>	<p>The People and Culture Officer will provide tactical and operational HR support, ensuring daily execution of core human resource functions including recruitment, on-boarding, performance tracking, compliance, and employee engagement. This role works closely with the Head of People, Systems &amp; Compliance to implement people strategies aligned with AFO’s organizational goals and values.</p>
<b>Key Responsibilities:</b>	<p><b>Roles and responsibilities</b></p> <p><b>Human Resources Operations</b></p> <ul style="list-style-type: none"> <li>• Coordinate end-to-end recruitment, onboarding, and offboarding processes.</li> <li>• Manage and update employee records and HRIS tools.</li> <li>• Ensuring confidentiality and compliance with data protection regulations in HRIS.</li> <li>• Administer employee benefits and payroll data coordination.</li> <li>• Coordinate with finance on salary inputs, benefits and statutory deductions</li> <li>• Assist in coordinating performance evaluations and KPIs.</li> <li>• Preparing performance related reports for decision- making</li> <li>• Including knowledge transfer protocols in off-boarding.</li> <li>• Maintain HR documentation including contracts, leave tracking, and appraisal records.</li> </ul> <p><b>Employee engagement &amp; Culture</b></p> <ul style="list-style-type: none"> <li>• Support initiatives that reinforce AFO’s values, including diversity and inclusion.</li> <li>• Assist in organizing internal events, staff wellness sessions, and engagement surveys</li> <li>• Stimulate staff engagement and involvement, leading staff</li> </ul>

	<p>surveys, and ensuring feedback is used to generate reflection, learning, and improvement.</p> <ul style="list-style-type: none"> <li>● Designing and implementing engagement initiatives across all seascapes.</li> <li>● Executing wellness activities (eg; mental health sessions ad team building)</li> <li>● Promote a positive work environment through responsive staff support.</li> <li>● Administering and analyzing staff satisfaction surveys and acting on results</li> <li>● Supporting internal storytelling and visibility of staff contributions</li> <li>● Ensure safeguarding policies and reporting mechanisms are clear and accessible to all staff and kept up to date: play a key role in supporting teams to be aware of their responsibilities while promoting a culture where observance is the norm and where everyone contributes to a safe and positive working environment.</li> <li>● Acting as a trusted liaison for informal safeguarding reports</li> </ul> <p><b>Compliance and Policy implementations</b></p> <ul style="list-style-type: none"> <li>● Ensure HR practices are aligned with Tanzania Labor Law and AFO's internal policies.</li> <li>● Monitor and report policy breaches or risks to the Head of Department.</li> <li>● Assist with roll-out and compliance monitoring of the Employee Handbook, Code of Conduct, and Serve as a safeguarding focal point for the people function, ensuring mechanisms and embedded, monitored and understood by all teams.</li> <li>● Ensuring compliance with health &amp; Safety authorities such as OSHA and Fire</li> <li>● Supporting Internal audits and HR-related risk assessments</li> <li>● Conducting internal checks on compliance with leave, attendance, working hours and the like</li> <li>● Leading awareness sessions on workplace rights and redress mechanisms</li> </ul> <p><b>Learning and Development</b></p> <ul style="list-style-type: none"> <li>● Identify learning needs during performance cycles and track training participation.</li> <li>● Coordinate logistics and documentation for internal and external training.</li> <li>● Maintain learning records and assist with implementation of development plans.</li> <li>● Designing tailored development plans for performance reviews</li> <li>● Organizing in-house sessions on communication, leadership and other related topics.</li> <li>● Maintaining a central learning records repository.</li> <li>● Encouraging peer learning and communities of practice</li> </ul> <p><b>Support to departmental systems &amp; Strategy</b></p> <ul style="list-style-type: none"> <li>● Provide logistical support for internal audits, compliance checklists, and board reporting.</li> <li>● Collect, analyze, and submit HR data for quarterly reports and dashboards.</li> <li>● Participate in cross-functional process improvements and system updates led by the department head.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Developing/ managing digital HR tools (dashboards, compliance tracker</li> <li>• Prepare Board reports (staff demographics, turnover, diversity</li> <li>• Supporting implementations of departmental OKRs</li> <li>• Generating actionable HR insights for reflection and planning</li> <li>• Participating in cross-functional task forces and innovation labs</li> </ul>
<b>Experience &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Human Resources, Business Administration, or related field.</li> <li>• Minimum 2 years of HR experience, preferably in a non-profit or fast-paced organization.</li> <li>• Strong knowledge of HR best practices, labour laws, and compliance.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Familiarity with digital collaboration tools</li> </ul>
<b>Skills &amp; Capabilities:</b>	<ul style="list-style-type: none"> <li>• Proactive and detail-oriented executor.</li> <li>• Strong interpersonal and communication skills.</li> <li>• Ethical, confidential, and values-driven.</li> <li>• Able to manage multiple tasks and deadlines independently.</li> <li>• Experience in working with cloud based HRIS, digital workflow tools, and data dashboards for real time people analytics</li> <li>• Willingness to learn and adapt in a dynamic, purpose-driven environment.</li> </ul>
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Commitment to respect and value equality and diversity, and understanding of how this applies to one's own area of work.</li> <li>• Commitment to own continuing personal and professional development.</li> <li>• Commitment to the vision, mission and values of AFO.</li> </ul>	
<b>Other requirements</b> <ul style="list-style-type: none"> <li>• Able to work out of hours during any emergency or critical incident.</li> <li>• Able to travel as and when required.</li> </ul>	
<b>Application process:</b>  All applications should be submitted through <a href="#">this form</a> AFO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.  <b>Deadline for applications is: By 23:59 EAT on Sunday 21th June, 2025.</b>	