



Job Description

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Job Title Programme Officer Human Resource	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO)

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Determining human resource strategic and programmatic needs and priorities of the organisation. Providing leadership in the various human resource functions such as recruitment, staffing, training and development, performance monitoring and employee counselling.

Responsibilities

- i) Recruit, orient, train and organize staff to effectively perform programme activities to achieve mission and vision of the organization.
- ii) Sustain high-performing employees to increase efficiency and productivity in the organisation
- iii) Develop and implement system of internal controls and ensure compliance policies, laws, procedures throughout the organisation
- iv) Develop and implement human resource systems to attract, facilitate and retain sufficient human resource for implementation of programmes
- v) Develop HRD strategy and plan
- vi) Ensure compensation/remunerations and benefits are in line with policies. Advising on pay and other remuneration issues, including promotion, benefits and undertaking regular salary reviews
- vii) Improving and nurturing a positive organisational culture and ensuring cultural values are refined and strengthened
- viii) Ensuring legal compliance to the various labour laws and other laws including the NGO Act and informing all levels of employees about the legal requirements.
- ix) Managing employee relations including maintaining discipline within the organisation as well as create motivation for all employees. Also supervising HR team, solve employee conflicts; develop strong team with good relationships
- x) Managing staff database including personal information, job responsibilities, training, benefits, discipline records and performance assessments.
- xi) Improving the quality of work life by creating and implementing programs and policies such as sick leave, vacation time and various other incentive opportunities.

Education & Qualifications

Holders of BA in social sciences with at least three years' work experience in related field. A holder of Master's degree will be an added advantage

Requirements

- High integrity with patience formal authority and leadership,
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

Characteristics

- Good verbal and written communication skills.
- Good interpersonal, negotiation, and conflict resolution skills.
- Good organizational skills and attention to detail.
- Emotional intelligence and empathetic skills to ensure you understand where the person is coming from before you make any judgment

Reporting To

Head of Finance and Administration

Driving Licence

Not Required

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