



Job Description

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Job Title Senior Human Resources (HR) and Administration Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Senior Manager	Industry Research, Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Research: 7 Years
Secondary Industry Non-profits (NGO): 10 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

One of Africa's pre-eminent health research organizations is looking for a Senior Human Resources (HR) and Administration Manager. Reporting directly to the Chief of Operating (COO), this role oversees crucial Human Resources and Administration functions at the organisation. The position provides leadership and strategic direction in support of the organisation's programs, strategic priorities, and associated culture change process through the design, implementation, and direction of human resources programs and services to maximize Institutional strength. The role's responsibilities encompass ensuring that the organization has the right talent pool—individuals with the appropriate skills, experiences, and headcount—to achieve its strategic objectives. This involves providing strategic guidance to the organisation in various HR areas such as planning, talent management, performance management, total rewards, employee relations, well-being, training and development, compliance, and health & safety. The position also supervises office administration, logistics, transportation, safety and security, and maintenance functions to ensure seamless office and program/projects operations. The role demands a proactive approach to streamline processes, ensure compliance, and foster a conducive work environment for all employees.

Responsibilities

Oversee the Human Resources Function:

- Develop and implement human resources strategies and initiatives in support of the organization Programs and Strategic Plan; monitor plans for tracking human resources indicators.
- Develop, implement, review, and monitor the HR Annual Operational Plan and facilitate HR Budget guidelines to incorporate in the annual organization budget.
- Plan, implement, and manage the human resource's function, including HR information systems, recruitment, employee relations, onboarding and offboarding processes, regulatory compliance, compensation, benefits, staff development, performance management system, and employee communications.
- Participate in strategic planning meetings for organization effectiveness and individual business units to meet organizational goals.
- Provide guidance, training, coaching, and mentorship to human resources and administration personnel to ensure they have the requisite skills to deliver what is expected of them.
- Collaborate with management to manage the development and implementation of staff training programs as necessary.
- Manage employee relations, grievances, and disciplinary actions. Ensure staff disputes, complaints, and grievances are well managed to foster a conducive working environment and ensure alignment with the Tanzania Employment and Labor Relations Act (ELRA), and organisation policies.
- Collaborate with legal counsel to develop and review human resources policies, guidelines, procedures, and tools, as appropriate or needed.

- Manage employees' compensation and benefits to ensure staff receive optimal services and entitlements in accordance with organization Policies. Conduct regular salary and benefits surveys to ensure that the organization's compensation and benefits remain competitive within the market.
- Act as a trusted advisor to the organisation leadership team and management; provide the HR best practices and contextual expertise when key HR decisions are being made.
- Support human resources and administration audits including providing responses, and developing, and implementing corrective actions to human resources-related audit findings.

Oversee the Administration function.

- Supervise and coordinate office management functions, including travel arrangements, event coordination, and ensuring efficient workflow and effective communication within the office. Continuously monitor and enhance office procedures to improve productivity.
- Supervise Logistics staff to ensure coordinated logistics activities to support various operations. Optimize logistical processes for cost-effectiveness and efficiency.
- Implement and enforce safety protocols and security measures to ensure a safe and secure working environment for all staff members and visitors.
- Supervise efficient transportation services for both staff and goods, oversee the maintenance of office vehicles, and ensure the upkeep of facilities to meet functionality and safety standards.

Team leadership

- Provide leadership and supervision to the Human Resources and Administration team by offering guidance, mentoring, training, and motivation. Implement effective performance management strategies to enhance team performance.

Education & Qualifications

Education and Experience:

- Bachelor's degree in human resources, Business Administration, or a related field.
- Master's degree in Human resources required.
- Recognized HR certification would be advantageous.
- Minimum of ten (10) years of relevant professional experience in human resources management.
- At least seven (7) years of progressive leadership position experience in a diverse industry with a staff count of at least 200.
- Proven track record in administration management within a large institution.
- Proficiency in logistics management and overseeing office operations.

Skills and Competencies:

- In-depth knowledge of Tanzania's labor laws (Employment and Labor Relations Act) and human resources best practices.
- Experience representing organizations in the Commission for Mediation and Arbitration cases in Tanzania.

Reporting To

Chief Operations Officer

Driving Licence

Not Required

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