

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Human Resource Officer

Reports to: HRA Manager

Location: Dar es Salaam

Contract Duration: 7 months, renewable by annual basis subject to performance or/and funding availability.

Good Neighbors Tanzania – Head Office is looking for a suitable candidate for the mentioned post, who will be responsible to carry out HR business in the organization in order to ensure that, the welfare of staff and the organization are met so that the organization performs all of its operations efficiently. This role also includes administrative tasks including receiving and forwarding communications, and taking care of more general duties.

Duties and Responsibilities

- Prepare monthly staff payroll and ensure statutory contributions are submitted to the appropriate authorities within time.
- Managing staff leave and attendance including ensuring compliance of procedures, preparing monthly reports and follow up of any inquiries.
- Managing staff recruitment and conduct employee orientation, development, and training.
- Check each departments' annual plan and prepare annual recruitment plan including sharing appropriate schedule and procedures required with all departments.
- Processing and managing work, residence permits and camp permits for expatriates including renewals and annual returns.
- Manage performance management process by ensuring;
 - Staff annual goals and job description are in place
 - Staff performance tools are in place
 - Mid and final appraisal is conducted to all offices within time
 - Review appraisal reports and give feedback accordingly
 - Appraisal documents are properly filled and kept in employees' files
- Manage HR activities through HR system and ensure system is effectively used.
- Develop and implement staff training, programs and development activities.
- Review, develop and execute HR policies.
- Prepare employees contracts and develop terms and conditions.

- Manage health and safety issues in workplace.
- Managing disciplinary issues, addressing employees concerns and announcing changes or information from management to staff.
- Manage and monitor HR budget including salary, statutory and other expenses.
- Provides support to employees in the interpretation of HR policies and guidelines.
- Any other related work as may be assigned.

Qualification, experiences and competencies

- Bachelor degree in Human Resource Management or related field.
- Four (4) years' experience in human resource or related field (experience with NGO is an added advantage)
- Solid knowledge of labor laws, HR practices and procedures.
- Experience with HR Management Software (e.g. payroll systems)
- Excellent communication skills
- An excellent written and oral command of English and Swahili
- Leadership skills, problem solving skills, creativity in decision making

Other Competencies/Attributes:

- Honesty, integrity, transparency and professionalism
- Report writing skills
- Ability to multi-task, working under pressure, flexibility
- Self-motivational, proactive and organizational skills
- Ability to follow instructions and work with minimum supervision
- Perform other duties as may be required

Application Instructions:

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before 02nd June, 2024.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees

and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review GN Safeguarding Policy.