



JOB DESCRIPTIONS

Position:	Human Resources Officer
Location:	Olasiti, Arusha City
Reporting to:	Chief of Finance (CoF)
Supervises:	Administrator and Office assistant

PURPOSE:

Responsible for managing all human resources related activities in Honeyguide to ensure the staff are motivated, understand their rights and have all the necessary resources to perform well.

MAIN DUTIES AND RESPONSIBILITIES:

1. Strategic Planning & Functional Management

- Formulate yearly human resources strategies such as manpower planning and training plan for the organization.
- Implement and provide support for the organizations various change management initiatives to ensure a good working environment.
- Supervises HR and oversees department strategic planning, goal setting, and budgets.

2. Recruitment and Selection

- Participate and execute the recruitment activities of new Honeyguide employees by ensuring transparency and equity among the job applicants as per the Human Resources policy.
- Oversee and manage the recruitment and hiring process for volunteers, interns, and other short-term recruits.
- Oversee and schedule an orientation plan for newly recruited staff by involving other departmental heads
- Ensure accurate and timely documentation of employees' records in the personnel files.

3. Management and Controls

- Review the monthly payroll sheet, by checking the list of employee's payments with the employment contracts and recommend deductions or additions as per regular HR plans eg: social security contributions, deductions due to loans, recoveries etc.

- Monitor the provisions and plan effectively on the payment plan of the employee's mid-term and long-term benefits such as Social Security and Severance
- Develop and advise management on the applicability of the Salary Scale for Honeyguide implementation.

4. Compliance Management

- Recommend new and review existing Human resources related policies, regulations, and procedures for the purpose of providing direction in compliance with Honeyguide's goals and objectives.
- Serve as a liaison person and supervisor of all internal HR regulations and policies to ensure are followed in all project sectors.
- Ensures that the organization is compliant to all donor contractual obligations regarding the hire, management, health and rights of all staff.
- Share with staff new and existing staff on Regulations, HR policies, and living conditions to facilitate their integration, safety, and security.
- Lead and review Disciplinary cases that may be presented.
- File all employment contracts with the relevant information captured (file opening and formal documentation archiving, personal data updating, amendments, termination dates supervision, etc.) to ensure legal compliance.
- Present and explain contract terms and the content of Internal regulation (rights and obligations) to newly recruited personnel to ensure legal compliance.
- Ensures HR policies, programs, systems, and practices comply with applicable laws and regulations in Tanzania
- Oversees Honeyguide's Health and Safety policies and procedures to ensure regulatory compliance (OSHA Compliances) eg Periodical Risk Assessment

5. Employee Relations

- Draw up annual leave schedule and leave plans for all employees to monitor leave movement and cover operational needs.
- Organize international travel for arriving/departing visitors and staff by supporting and processing respective documentation (visas, work permits etc.), booking and purchasing plane tickets, keeping/renewing passports and organizing briefings/induction.
- Ensure that where applicable all staff have valid work permit, residential permit, and passports for foreigner staff and volunteers in compliance with national standard procedures.
- Work closely with Worker's compensation, social security and insurance brokers to manage and resolve staff claims if any.
- Coordinate staff meetings, workshops, seminars, etc arranged at workplace.
- Responds to written and verbal inquiries from internal and external sources on HR issues.
- Ensure accurate and timely processing of any HR related transactions.

6. Performance Management

- Organize and drive the staff performance appraisals and ensure the outcomes are documented and filed properly.
- Supervise the work of the Administrative Officer including performing periodical appraisal and personal development plans.

- Work with senior management team and departmental heads on HR issues, including team building, staff development planning, performance management, conflict resolution and managing company change initiatives
- Organize, coordinate and implement the staff training calendar and their training materials documented for a constant reminder and practice for the staff.
- Prepare, often participates and present HR issues in the senior management meetings, business operations reviews, strategic planning sessions and the employee forums if any.

Education and Qualifications Required:

- University Degree in HRM or the related field.
- History of building and productive working environment and generating loyalty with teams.
- At least 5 years' of work experience.

Knowledge, skills, and ability:

- Good computer skills, especially with Microsoft Office (Excel, Word).
- Very good organizational, analytical, administrative and Human Resource skills.
- High sense of confidentiality.
- Good experience in staff management.
- Good knowledge of labor laws and the employment market an asset.
- Ability to work under pressure, independently, and within team.
- Fluency in both written and spoken English and Kiswahili