JOB OPPORTUNITIES

Job Title: ICT Development Officer
Company: Tanzania Chamber of Commerce, Industry, and Agriculture (TCCIA)
Working Station: TCCIA HQ - Dar es Salaam
Duration: 2 years Contract
Reports to: Executive Director

POSITION OVERVIEW:
As an ICT Development Officer at the Tanzania Chamber of Commerce, Industry and Agriculture, you will be responsible for implementing and managing information and communication technology (ICT) initiatives to support the organization's goals and objectives. You will play a crucial role in leveraging technology to enhance operational efficiency, communication, and collaboration within the chamber and its members.

Key Responsibilities:
1. ICT Strategy Development: Collaborate with the management team to develop and implement the chamber's ICT strategy, aligning it with the organizations overall goals and objectives.
2. System Administration: Oversee the administration, maintenance, and support of the chamber's ICT systems, including hardware, software, networks, and databases. Ensure system availability, security, and performance.
3. ICT Infrastructure Management: Plan, implement, and maintain the chamber's ICT infrastructure, including servers, workstations, network devices, and telecommunications systems. Conduct regular assessments and upgrades to optimize performance and meet evolving needs.
4. Software Development and Integration: Coordinate the development, customization, and integration of software applications to improve operational efficiency and automate key processes. Collaborate with external vendors and internal stakeholders to ensure seamless integration and user satisfaction.
5. Database Management: Establish and maintain database management systems to capture, store the relevant information. Furthermore, provide access to the users for accurate analysis of data and timely reports to support decision-making processes within the chamber.
6. Design, develop, program, install, implement, conduct research for, and maintain internal data processing computer systems and utilities
7. To assist in troubleshooting and resolving hardware, software and connectivity problems, including user access and systems configuration
8. User Support and Training: Provide technical support and training to chamber staff and members, ensuring their effective utilization of ICT tools and systems. Troubleshoot and resolve hardware, software, and network issues.
9. ICT Policy and Security: Develop and enforce ICT policies and procedures to safeguard data integrity, privacy, and security. Stay updated on emerging technologies, industry trends, and best practices to enhance the chamber's ICT capabilities.
10. Collaboration and Coordination: Collaborate with internal departments and external stakeholders to identify opportunities for ICT-driven initiatives and partnerships. Represent the chamber in relevant ICT forums and participate in industry events and conferences.
11. Budgeting and Procurement: Prepare and manage the ICT budget, ensuring optimal allocation of resources and cost-effective procurement of hardware, software, and services. Conduct vendor evaluations and negotiate contracts.

Qualifications and Skills:
1. Bachelor's degree in Information Technology, Computer Science, or a related field with at least three years experience in the respective field.
2. Effective communication and interpersonal skills to collaborate with diverse stakeholders.
3. Understanding of the business environment and challenges faced.

How to Apply;
Send your Application letter, detailed curriculum vitae and photocopies of academic certificates via email with the subject line **"Application for ICT Development Officer – TCCIA HQ"** through **hq@tccia.com**

Deadline: 31st. July.2023

Note: Only Shortlisted Candidates will be contacted for further assessment and Interview

Private Sector ~ The Engine of Growth

JOB OPPORTUNITIES

Job Title: Human Resources Manager
Company: Tanzania Chamber of Commerce, Industry, and Agriculture (TCCIA)
Working Station: TCCIA HQ - Dar es Salaam.
Duration: 2 Years Contract.
Reports to: Executive Director

Job Overview:

As a Human Resources Manager at the Tanzania Chamber of Commerce, Industry, and Agriculture (TCCIA), you will play a pivotal role in supporting the organization's HR functions and initiatives. You will be responsible for ensuring the effective management of human resources, fostering a positive work environment, and promoting employee development and engagement within the organization.

Key Responsibilities:

1. Recruitment and Talent Acquisition:
  - Collaborate with hiring managers to identify staffing needs and create job descriptions.
  - Conduct talent searches, screen resumes, and conduct interviews to identify the best-fit candidates.
  - Coordinate the onboarding process for new employees, ensuring a smooth transition into their roles.

2. Employee Relations:
 - Serve as a primary point of contact for employees, addressing their concerns and providing support.
 - Foster a positive work culture by promoting open communication and resolving conflicts in a fair and timely manner.
 - Monitor employee morale and engagement levels, and recommend initiatives to improve overall job satisfaction.

3. Performance Management:
  - Support the implementation and maintenance of performance appraisal processes.
  - Assist in the development of performance improvement plans and provide guidance to managers on employee development.

4. Training and Development:
  - Identify training needs within the organization and collaborate with relevant stakeholders to organize training sessions and workshops.
  - Implement employee development programs to enhance skills and competencies.

5. Compliance and Policy Implementation:
  - Ensure compliance with labor laws, company policies, and regulations.
  - Advise management and employees on HR policies and procedures.

6. HR Data Management:
  - Maintain accurate and up-to-date employee records and HR databases.
  - Prepare HR reports and analytics to support decision-making.

Qualification:
- Bachelor's degree in Human Resources Management, or a related field.
- Proven work experience in human resources management or a similar role for at least 3 years.
- Familiarity with Tanzanian labor laws and HR best practices.
- Excellent interpersonal and communication skills.
- Strong problem-solving and conflict resolution abilities.
- Ability to maintain confidentiality and handle sensitive information.
- Proficient in HR software and Microsoft Office suite.
- Ability to manage a large and variable work load, ensuring timely and accurate completion of assigned work
- High level of organizational and time-management skills.

How to Apply;
Send your Application letter, detailed curriculum vitae and photocopies of academic certificates via email with the subject line **"Application for Human Resources Manager – TCCIA HQ"** through hq@tccia.com
Deadline: 31st. July.2023

Note: Only Shortlisted Candidates will be contacted for further assessment and Interview

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