



## **I. Job Title: Data Manager (01 Post)**

**Reports To:** Technical Director

### **Summary of Position**

To assist the program's strategic information section in HIV Care and treatment for community and facility services in strengthening HIV monitoring and evaluation systems. Ensuring that all activities meet the highest standards through the provision of strategic information that will inform the right direction of the program. She/He will support HIV services teams focused on routine implementation of M&E strategies including data collection, assessing quality assurance, and associated structures.

### **Duties and Responsibilities**

- Support teams in timely, accurate, and appropriate reporting of program activities and results to the program management team, Donor, and other stakeholders as required.
- Collaborate with project teams to design and implement M &E systems to collect. Manage and disseminate data by reporting towards the program objectives.
- Ensure that routine collected data summaries are available in a timely manner and in user-friendly format.
- for regular use in program monitoring
- Ensure electronic systems and other tools are in place to manage and disseminate program data from
- Health facilities at the National level
- Ensure timely and complete data entry from paper sources to electronic sources.
- Review completed paper-based tools and compare electronic data entries with source documents on a regular basis to verify the accuracy of data and make corrections as needed.

- Ensure the client's information is entered in the National care and treatment database.
- Monitoring and Evaluation on an individual basis the patient's progress who are on ART, and those who are eligible for Anti-Retroviral therapy.
- Oversee the whole process of data management and reporting at all levels (ensure the flow of reports from outreach sites to district offices and PASADA main offices, analysis, storage, report writing, and submission of report to donors and other PASADA stockholders)
- Capacity building on data management, Monitoring, and Evaluation through training and mentorship, coaching, supportive supervision, and routine data quality assessment
- Capacity building of Data officers who are doing data entry at each facility.
- To ensure all National tools for data management are available and properly used.
- Ensure quality data collection.
- Preparation and coordination of training to PASADA health care workers on the updates for National Monitoring and Evaluation tools.
- Ensure good coordination of the activities that the data entry staff are performing, work accurately, and follow the data management SOP and guidelines.
- Supportive supervision of PASADA facilities in collaboration with R/CHMTS
- Attending different meetings, trainings, and workshops on data management, monitoring, and evaluation at District, Regional, and National levels to improve the quality of data and reporting system at the organization.
- Ensure data and patient information are of good quality by performing data cleaning and triangulation.
- Data collection, Compilation, analysis, storage, and report writing on daily, weekly, monthly, quarterly, semi-annual, and annual, preparation of PowerPoint presentation reports and report dissemination to different stakeholders.
- Ensure staff teamwork at care and treatment clinics to facilitate proper documentation.
- To ensure a harmonious and cordial relationship
- To keep safely and in good use all other properties and assets of PASADA entrusted to you.
- To respect and keep the ethical values of the Archdiocese of Dar Es Salaam and the code of conduct of PASADA.
- Perform any other duties as assigned by the supervisor.

### **Required skills and qualifications.**

- Bachelor's degree in informatics, Biostatistics, Statistics, ICT, Demography, sociology, or equivalent education
- Experience with managing large data projects, including integrating and analyzing multiple datasets and developing customized reporting.
- Must be able to use Windows, MS Office, PowerPoint, and Excel as well as statistical.
- Analytical packages and data manipulation.
- Experience with business intelligence visualization software like PowerPoint.
- Experience using messy data to mine relevant insights to improve program performance.
- At least 5 years of experience in data analytics of public health data, including HIV and TB-related data.
- At least 5 years of progressive responsibility in managing teams and projects.
- Experience creating compelling and meaningful visualization and reports displaying.
- Program, health quality, and cost information for a wide range of audiences, including health providers, implementers, and executive management.

## **2. Job Title: Technical Director (01 Post)**

**Reports To:** Executive Director

### **Summary of Position**

The Technical Director will be responsible for overseeing the management and technical operations of the Organization to ensure the achievement of results as per program goals, objectives, and plans. Under the supervision, guidance, and support of the Executive Director of PASADA, the Program team, and other stakeholders. The Technical Director will coordinate the provision of technical services and harmonize efforts and integration between key program areas and technical units. S/He shall oversee program planning, monitoring, and evaluation to ensure that measurable outcomes are attained; and facilitate regular internal technical meetings with program staff to discuss the progress of the programs, challenges and formulate implementable solutions, s/he will set a positive tone for the entire program and inspire staff to apply results-based approaches for timely delivery of services to the clients PASADA serves.

### **Duties and responsibilities:**

- Provide leadership for the implementation of the program's overall technical strategy and approach!

- Plan, coordinate, and organize technical assistance assignments: identify and negotiate with Site Administrators for technical assistance assignments, conduct briefings, develop, and review scopes of work, and liaise with Satellite sites and other diocesan health facilities.
- Develop and facilitate delivery of innovative activities and evidence-based approaches for program partners aimed at improving desirable HIV-related outcomes in project areas, including the identification of appropriate trainers and curricula development and use of relevant methodologies, standard operating procedures, mentorship guides and tools; supportive supervision, on-going mentoring and overseeing the successful implementation of corrective action; cross-organizational learning between PASADA including innovative use of information communication technology (ICT).
- Provide technical inputs into program activities, including activity design, work planning, and implementation in coordination with the Deputy Director (Clinical Services) and other technical staff.
- Ensure that program activities reflect best practices, including Tanzania AIDS service provision guidelines, SOPs, PEPFAR, UNAIDS, and World Health Organization (WHO) guidelines.
- Ensure all activity reports reaches the Executive Director's office before the stipulated deadline.
- Ensure there is harmonious efforts that reinforce collaboration with other departments.
- Ensure department staff respect and follow all work ethics. This is not limited to; punctuality, filling of timesheets and absence from workplace as stated in in the employee work contract.
- Work within collaboration with heads of TB, PMTCT, Laboratory, Data, Reception, Pharmacy, X-ray HTS, M&E and Outreach Sections toward achieving departmental and organization goals.
- Ensure departmental action and Leave Plan is followed accordingly.
- Ensure financial requisitions related to the department are followed.
- Advise the Executive Director of PASADA on new ideas and technology changes that may have impact in daily clinical work.
- Ensure quality of care is offered according to PASADA standard operating procedure. This is not limited to proper diagnoses, Laboratory investigations, medication, follow up and education to clients.
- Transcribe the PASADA-Clinical standard operating procedures and ensure the documents are periodically updated.
- Coordinate and monitor professional development through CME and other formal trainings.
- Address and respond technical queries from donors, government, and stakeholders.

- Prepare reports on the program for Management, donors, and stakeholders including weekly, monthly, quarterly, semiannual, and annual progress reports.
- Coordinate clinical mentorship activities for staff in ART, PMTCT and TB Programs
- Provide technical quality assurance through training, mentorship, technical support, and capacity building.
- Develop and maintain strong relationships with central government, local government authorities, and private sector stakeholders.
- Ensure that PASADA provides high quality technical assistance and capacity development to other local partners and program stakeholders; conduct regular monitoring and mentoring visits to Satellite sites and other diocesan health facilities.
- Ensure the incorporation of evidence-based best practices, and local and global technical guidance into the program's capacity building strategy and operational plan.
- Lead staff in the development and implementation of technical capacity assessments and technical capacity building processes to ensure high quality, sustainable combination HIV prevention, and linkage, care, and treatment services for clients accessing services at PASADA sites.
- Work with Data and M&E staff to design and finalize a program performance monitoring plan; evaluate and document key program outcomes and best practices and adapt program work plans in line with program evidence and ensure incorporation of lessons learned into ongoing activity.
- Support the development and monitoring of annual work plans.
- Share responsibility with the Executive Director in backstopping and leading technical teams
- Represent PASADA in meetings with government officials and other stakeholders as directed by the Executive Director.
- Prepare reports and papers summarizing program results; and
- Supervise and mentor technical staff!
- Participate in resource mobilization/business development activities such as proposal development, literature reviews, surveys, research lobbying and fundraising for the organization.
- Perform any other related activity as directed from time to time by the Executive Director.

**Required skills and qualifications.**

- Advanced degree (Master of Public Health and bachelor's degree related to health, sociology, or social sciences).

- Seven years or more of demonstrated experience working in HIV/AIDS prevention, care, or treatment programs; four of those years shall be experience in the provision of technical assistance, training management or a closely associated position.
- Comprehensive knowledge and experience concerning HIV prevention, care, and treatment programs.
- Thorough understanding of relevant Government of Tanzania policies and regulations, how government operates, and a keen understanding of local development activities.
- Demonstrated experience in project work planning, reporting, monitoring, and evaluation.
- Strong oral and written communication skills.
- Fluency in Swahili and English.

### **3. Job Title: Procurement Officer (01 Post)**

**Reports To:** HR and Administration Manager

#### **Summary of Position**

The purpose of this role is to take accountability for the PASADA procurement operational requirements, including, but not limited to all procurement-related activities, inventory control, warehousing, logistics, and shipping activities whilst adhering to all governance and legal requirements. This is done whilst focusing on controlling costs and improving efficiency and accuracy in the management of the overall procurement activities.

#### **Duties and responsibilities:**

Strategic Procurement Management:

- Conduct source audit exercises through supplier selection, evaluation, and assessment.
- Support the preparation of the consolidated PASADA Annual Procurement Plan.
- Support the PASADA and its projects in procurement and other logistics assignments that ensure Goods, Works, and services are procured timely to facilitate project implementation and at the same time receive value for money.
- Work with the HR and Administration Manager to ensure vendors follow all the tendering regulations, procedures, and instructions.
- Ensure orders are accurately drawn with the correct specifications, quantities, qualities, distribution, and delivery requirements.

- Review all requests and purchase orders for completeness and conformance to user requirements.

#### Strategic Sourcing:

- Manage a consistent and effective sourcing strategic sourcing process.
- Support negotiations for large \ strategic contracts.
- Communicate sourcing approaches to all relevant stakeholders.
- Participate in annual pre-qualification of suppliers and ensure that the Supplier's database is regularly updated.

#### Contracts Negotiation and Management:

- Preparation of standard bidding documents, with terms and conditions of the tender.
- Monitoring performance and delivery of the terms of reference (TOR) of contractors and implement any recommendations for contract termination in cases of TOR non-compliance.
- Frame vendor contractual agreements for the supply of consumables a for one-year period at the agreed prices.
- Support negotiations are carried out on contracts and Orders to realize possible savings for the organization.

#### Performance Measurement and Management:

- Manage Relationships with Key Suppliers.
- Preparation of monthly and annual reports on procurement KPI's
- Ensure the preparation and submission of weekly/monthly procurement status reports to engage the customers and other stakeholders.
- Ensure implementation and maintenance of an updated suppliers' database with catalogs of various products and prices.

#### **Required skills and qualifications.**

- Minimum of a University degree in Materials Management/Procurement and Logistics and holder of CPSP (T), is added advantage.
- At least 3 years' experience in the NGO sector (donor-funded programs) within Tanzania.
- Excellent knowledge of Procurement of donor-funded projects

- Excellent working knowledge of Microsoft Office: Word, Excel, Outlook, and PowerPoint
- A customer service-oriented individual with the ability to deal with staff, vendors, and service providers.
- A dedicated team player with good interpersonal skills
- Ability to work independently in a high-profile, fast-paced, and multi-tasked environment.
- Must be able to demonstrate highly effective communication skills, both written and spoken in both English and Kiswahili to staff in the head office and field offices

#### **4. Job Title: ICT Officer (01 Post)**

**Reports To:** ICT Manager

##### **Summary of Position**

Driving staff or clients to their desired destinations maintaining the vehicle safe and clean, arranging regular cleaning and maintenance services for the vehicle, and planning each route based on road and traffic conditions.

##### **Duties and Responsibilities**

- Provide technical assistance and support to staff members regarding hardware, software, and network-related issues.
- Assist in the installation, configuration, and maintenance of computer systems, and network equipment.
- Diagnose and resolve technical problems related to software applications, computer hardware, and peripherals.
- Assist in managing and troubleshooting the local area network (LAN) and internet connectivity to ensure smooth operations.
- Respond to user inquiries, troubleshoot ICT-related problems, and provide guidance on the effective use of ICT tools.
- Maintain accurate records of hardware and software inventory, including procurement, distribution, and disposal.
- Assist in data backup and recovery procedures to ensure data integrity and availability.
- Conduct training sessions to educate staff members on the effective and secure use of ICT systems and software.



- Support the implementation and management of ICT projects, including software upgrades, system migrations, technology integration to programs, and new technology deployments.
- Assist in implementing and enforcing ICT security measures, data protection policies, and IT best practices.
- Maintain up-to-date documentation of ICT systems, configurations, and support procedures.
- Liaise with external vendors and service providers to ensure the timely resolution of technical issues and the fulfillment of ICT-related services.
- Stay updated with emerging technologies, evaluate their potential benefits for PASADA, and make recommendations for improvements.
- Work closely with the ICT Manager and other team members to achieve ICT goals and contribute to the overall organizational mission.

**Required skills and qualifications.**

- Bachelor's degree in computer science, Information Technology, and Computer Engineering
- Two (2) years of experience in ICT
- Proven ICT technical experience in supporting users and systems in a large and complex organization.
- Sound experience in hardware and software maintenance, network management, software development, website development, and systems administration.
- Excellent problem-solving and analytical skills.
- Good understanding of the CTC Database.

Ability to prioritize tasks, work independently, and handle multiple responsibilities.

**5. Job Title: ICT Manager (01 Post)**

**Reports To:** HR and Administration Manager

**Summary of Position**

To manage all aspects of the implementation and operation of information and functional systems for the organization, including software applications, network, phone systems, and end-user computers.

**Duties and Responsibilities:**

- Manage multiple cloud-based, hosted systems.
- Manage communications and working relationships between ICT and other departments within the organization as well as multiple outside ICT service providers.
- Provide help desk and technical services assistance to on-site and remote employees.
- Provide technical support for PASADA's external communication strategy via website support and maintenance, publication software, and maintaining corporate presentation standards.
- Design, develop, implement, and coordinate policies and procedures for all areas of information technology to assure data accuracy, security, legal and regulatory compliance; assure compliance with Standard Operating Procedures (SOPs).
- Implement, maintain, and ensure maximum uptime for telephone and audiovisual systems.
- Ensure security of information technology assets, data, network access, and backup systems and supervise agreed audits to verify the security of internal and external systems.
- Act in alignment with user needs and system functionality to contribute to organizational growth.
- Collaborate with internal stakeholders to develop and maintain an ICT roadmap.
- Manage annual ICT budget and ensure cost-effectiveness.
- Develop requirements, outlines, budgets, and schedules for information technology projects.
- Serve as the technical lead or project manager for system implementation projects.
- Manage disposal of ICT equipment under the guidance of the ICT Manager
- Ensure disaster recovery mechanisms are in place in relation to communication and network systems.
- Maintains the inventory of all ICT systems-related items.
- Provides a technical review for all ICT procurement related item.

**Required skills and qualifications.**

- Bachelor's degree in computer science, Information Technology, or other related fields.
- At least 5 years' experience in Non – Government organization sector.
- Proven working experience as an IT manager or relevant experience.

- Excellent knowledge of information technology general controls, data and cyber security, computer hardware/software systems.
- Understanding and experience with managing data network and telecommunications systems
- Understanding and experience with managing IT infrastructure including systems, personal computing, help desk, servers, and printers.
- Ability to effectively communicate technology, infrastructure and process needs and requirements with all personnel levels, oral and written communication.
- Good understanding on CTC Database

## **6. Job Title: Finance Officer (01 Post)**

**Reports To:** Finance Manager

### **Summary of Position**

This position requires an employee to perform complex duties in finance and accounting which requires high accuracy and attention to detail. Instructions are general in nature, and work requires judgment and initiative.

### **Duties and Responsibilities**

Allocation of expenditure

- Receives request forms from the Cashier by the 15th of one month by the month of expenditure (cash requests as well as cheques/invoices)
- Casts the accuracy and completeness of accounting data.
- Compares request with appropriate budget balance and if found to be correct sign in the appropriate space.
- Checks whether the requests comply with the donor's regulations, objective, and activity number.
- Implements effective monitoring, verification, and coding procedures to ensure accuracy (Cost coding the requests)
- Advises Finance Manager concerning proper allocation of funds as per the budgets, donor accounting codes, and various other related financial activities.
- Oversees fiscal management and reporting for all programs, ensuring expenditures are in accordance with applicable guidelines and budgets and all final external reports are appropriately documented and filed.

Responds to staff queries that arise due to dissatisfaction/ misunderstandings of their requests.

- Review detailed monthly external expenditure reports for each project and correct them accordingly (draft before updating).
- Monitor, review, and identify errors/discrepancies in reports prepared by the Assistant Accountant Reports.
- Checking of expenditure on reports.
- Reviewing and verifying the accuracy of data.

Verify that expenditures follow the policies of donors for procurement and other expenses and ascertain that expenditures are recorded against the appropriate accounts and follow generally accepted accounting principles.

- Understand various donors' financial regulations, especially on expenditures approval.
- See to it that any expenditure over 10% above the budget is not approved unless after the approval from the respective donor.
- Ascertain that three quotations are attached to any expenditure over US \$ 500.
- Checks that for any expenditure above US \$ 5,000 approvals from donors for payment are made.
- Examines records and maintains and reconciles financial records.

Monitoring budgets, accounts, and cash flows.

- Reports on the bank balances, transfer requests, and other related issues to the Finance Manager.
- Submissions of calculations for reimbursement from various donors' accounts to the general account by the 10th of each month.

Responsible for general accounting activities that involve the preparation of statistical data and financial reports.

- Recommend, develop, and maintain financial databases, computer software systems and manual filing systems.
- Monitor and review accounting-related system reports for accuracy and completeness.
- Complies with work scheduling and attendance requirements according to reasonable policy and practices.

- Complies with the established rules of operation, procedures, and policies when using PASADA computers, peripheral hardware, and software. Individual passwords and other confidential information regarding PASADA records shall be kept confidential.
- Operates Word Excel and pastel accounting packages to compile, type, revise, combine, edit, print and store documents and reports Preparation of external reports and review of internal reports.
- Prepare external reports (Record the information found in the Microsoft Excel sheet breakdowns to the appropriate donors' approved budgets)
- Submission of external reports to the Finance Manager for review on or by the 5th for the previous month's reports
- Produces monthly external financial reports to the management and donors.

**Required skills and qualifications.**

- Bachelor's degree in finance and accounting or a related field,
- Strong understanding of Financial Management and national financial compliance
- Three or more years of experience in Finance Management preferably in NGOs
- Broad financial management skills to direct financial planning accounting, and internal control
- Proven integrity and good character especially in the stewardship of resources, transparency, and accountability
- Working knowledge of accounting and/or financial management software, and MS Office applications.

**7. Job Title: Finance Manager (01 Post)**

**Reports To:** Executive Director

**Summary of Position**

The Finance Department is responsible for the provision of support services to the Organization through the areas of Finance to project implementation teams. The Finance Manager is the head of the department and is responsible for providing strategic and operational leadership to the department to assist the organization in meeting its financial objectives.

**Specific Duties and Responsibilities:**

To provide strategic leadership related to finance, particularly on internal control systems and collaboration within PASADA and outside PASADA. Specific duties are:

- Prepare, review, and implement procedures, policies, and guidelines related to internal control of spending and procurement.
- Prepare manuals that are necessary to guide budgeting, costing, and procurement.
- Establish good working relationships between the finance department and donors (finance/technical staff) who manage our financial affairs in their respective organizations.
- Establish a good working relationship with TRA and DC offices which have a jurisdiction of processing our tax exemptions.
- Establish a good working relationship with banks.
- To develop the finance team to respond to the donors' and PASADA's demand which matches PASADA's growth.

Operational Management: Review monthly internal and external reports before the dates indicated:

- Review financial reports and submit them to the Executive Director before the deadlines (5th of the next month).
- Check the trend of expenditure on reports.
- Design a system to reduce time wastage for finance staff.
- Direct, control and supervise the work of Finance staff.
- Review the contents of reports regularly with a view to improving them.
- Make all payments on time as they have been requested without compromising regulations, internal control systems, and donor requirements.
- To provide treasury advice to the Executive Director and to heads of departments.

Internal Control:

- To implement an internal control system in PASADA to ensure that all assets are safeguarded, and that embezzlement is kept to a minimum or eliminated completely.
- To review the internal control system from time to time with a view to improving it.
- To install control systems in areas identified as risky.
- Respond to accountability queries on funds from donors in a timely and satisfactory manner.
- To arrange for the organization's external audit work as per the requirements of the donors.

Reporting to the Executive Director:

- The Finance Manager will provide a monthly report to the Executive Director, summarizing the organization's financial situation and detailing any pertinent issues that arose during the month.
- The Finance Manager will be able to provide the Executive Director with any financial information relative to donors, departments, budgets, and banks that (s)he might request.

Other duties are assigned from time to time by the Executive Director.

- PASADA is a multi-donor funded agency and therefore the organization's requirements are often dynamic depending on individual donor's requirements. The Finance Manager will advise the Executive Director and the management team on the best way to respond to any donor demands and to create a good relationship with donors. Therefore, the Finance Manager is responsible for the preparation of monthly management accounts; assisting with the budgets and forecasts; accruals and prepayments; liaison with the non-accounting budget holders, and any other ad hoc tasks as required.

**Required skills and qualifications.**

- Bachelor's degree in finance and accounting or a related field, CPA will be an added advantage.
- Strong understanding of Financial Management and national financial compliance
- Seven or more years of experience in Finance Management preferably in NGOs
- Experience in successful implementation of a wide range of responsibilities in a prior financial services position
- Broad financial management skills to direct financial planning accounting, and internal control
- Proven integrity and good character especially in the stewardship of resources, transparency, and accountability
- Working knowledge of accounting and/or financial management software, and MS Office applications.

**8. Job Title: Administration Officer (01 Post)**

**Reports To:** HR and Administration Manager

**Summary of Position**

The Administrative Officer will be responsible for providing general administrative coordination support to PASADA under the direction of the HR and Administration Manager. S/He will perform a combination of routines: Administration and logistics support functions, coordination of travel for head office and field staff, consolidation of fleet management reports, coordination of vehicle maintenance logs, and management of inventory.

## **Key Responsibilities:**

- Responsible for the overall maintenance of all PASADA premises including supervision of the office support staff making sure they perform up to the standards expected of each position.
- Assist the HR and Administration Manager to ensure that maintenance and repairs are done in compliance with applicable regulations and according to specifications of building owners; maintains appropriate maintenance records including supervision of contractors as directed by the HR and Administration Manager.
- Maintains fire alarm and burglar alarm systems (as appropriate) in good working order.
- Establishes a system to make regular health and safety inspections of all sites and to quickly resolve identified site issues, including the safety of grounds, parking lots, and other areas used by PASADA staff.
- Supervise and coordinate the vehicle logistical scheduling. Ensure vehicles are maintained and repaired in good time. Review all vehicle logs and fuel log for vehicles at the PASADA.
- Ensure appropriate allocation and safe use of vehicles and ensure servicing and maintenance schedules are adhered to.
- Manage the PASADA vehicle fleet management system in line with PASADA policies and procedures to ensure accountable and efficient use of all PASADA vehicles.
- Provide monthly vehicle management reports for all PASADA vehicles.
- Ensures that the correct procedures are followed for issuance of property, stationery, and assignment of items to officers and ensures that property custody receipts are issued to staff removing equipment from the office and monitors the location of all PASADA property. For incoming equipment, ensure that it is tagged, and recorded and that the inventory database is updated by the PASADA project and Partners.
- Initiate payments for Communication, Security, and Utilities and submit to Finance for processing of payment.
- Manage all the visits for other PASADA staff visiting the fields or traveling for business including hotel bookings, Invitations, and transport while in the field.

## **Minimum Education and Experience Requirements**

- Minimum of a University degree in Administration, a Higher Diploma in Business Administration.
- At least 3 years' experience in the NGO sector within Tanzania in office administration, and a good understanding of asset management and procurement processes specifically dealing with procurement of vehicle maintenance.
- Excellent knowledge of the administration of donor-funded projects such as USAID, and Other Donors
- Excellent working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint
- Customer service-oriented individual with the ability to deal with staff and service providers.
- A dedicated team player with good interpersonal skills
- Ability to work independently in a high-profile, fast-paced, and multi-tasked environment.

Must be able to demonstrate highly effective communication skills, both written and spoken in both English and Kiswahili

## **9. Job Title: Human Resources Officer (01 Post)**

**Reports To:** HR and Administration Manager

## **Summary of Position**



This job is responsible for the provision of human resources on the compilation of monthly performance reports, assistance in the recruitment process, provision of data into the payroll process, and preparation of staff benefits for validation by management to ensure the activities are in line with overall HR functions.

### **Specific Duties and Responsibilities:**

- Participate in the development of HR policies and procedures for PASADA and ensure that all staff understand and adhere to the policies.
- Follow up on the Human Resources procedures and policies and ensure that they are carried out in as required and strictly adhered to in areas like recruitment procedures, probationary periods monitored and orientations.
- Participate in the development of HR policies and procedures for PASADA and ensure that all staff understand and adhere to the policies.
- Follow up on the Human Resources procedures and policies and ensure that they are carried out in as required and strictly adhered to in areas like recruitment procedures, probationary periods monitored and orientations.
- Keep abreast of new policies and procedures in Human Resources that apply to Tanzania and make the necessary changes and updates for PASADA to adopt.
- Provide insight to staff through trainings and workshops on the changes of the Tanzania Labour Laws and practices to ensure compliance to the required regulations.
- Maintain an efficient administration system for human resources information for the zonal offices to ensure transfer and sharing of information is transparent and easily accessible for all staff.
- Provide support and assistance to the zones regarding recruitment to ensure adequate staffing and development of staff at PASADA is done at optimal level.
- Provide support in terms of training and advice on any HR policies and procedure issues that has changed or been updated for staff awareness.
- Facilitate staff training on the performance management process and clear understanding of the performance process and to clearly communicate the expectations of this process.
- Conduct a staff training needs assessment and design staff development plans to ensure that staff have the right skill set to perform their roles at optimal levels.
- Oversee general administration and management of staff leave database for all staff and ensure all records are up to date.

**Required skills and qualifications.**

- Bachelor's degree (or equivalent) in human resources or related field
- Strong understanding of national laws related to HR.
- Three or more years of experience in human resources preferably in NGOs
- Exceptional communication and interpersonal skills and an ethical mindset
- Familiarity with HR software

**10. Job Title: HR and Administration Manager (01 Post)**

**Reports To:** Executive Director

**Summary of Position**

The purpose of this job is to develop and implement human resource strategies, policies and procedures that support recruitment, performance management, reward management, and training and development that is aligned with the overall PASADA strategic objectives. Further, this position provides overall coordination of administration activities including property management.

**Specific Duties and Responsibilities**

- Develop the human resource strategies to ensure alignment of the PASADA human resource activities with the overall PASADA strategic objectives.
- Coordinate the implementation of the human resource strategy to ensure timeliness and quality in implementation.
- Develop policies and procedures on human resources to ensure the availability of guidelines that support the implementation of the human resource strategy in a manner that is compliant, effective, and efficient.
- Oversee the implementation to department policies and procedures to provide guidance in the delivery of the human resource strategy in line with best practice, the institution overall strategy, and the employment laws and regulations of Tanzania; Develop the human resource strategies to ensure alignment of the PASADA human resource activities with the overall PASADA strategic objectives.
- Coordinate the implementation of the human resource strategy to ensure timeliness and quality in implementation.
- Develop policies and procedures on human resources to ensure the availability of guidelines that support the implementation of the human resource strategy in a manner that is compliant, effective, and efficient.

- Oversee the implementation to department policies and procedures to provide guidance in the delivery of the human resource strategy in line with best practice, the institution overall strategy, and the employment laws and regulations of Tanzania.
- Develop and implement administrative policies and procedures to ensure the smooth operation of the office.
- Manage budgets for the administrative functions of the company, including office supplies and equipment.
- Ensure that all administrative tasks, such as data entry, filing, and correspondence, are completed accurately and efficiently.
- Coordinate and manage office events and meetings.

**Required skills and qualifications.**

- Bachelor's degree (or equivalent) in human resources or related field
- Strong understanding of national laws related to HR.
- Seven or more years of experience in human resources preferably in NGOs
- Exceptional communication and interpersonal skills and an ethical mindset
- Adept at problem-solving and conflict resolution
- Strong problem-solving and conflict-resolution skills
- Familiarity with HR software

## **Job Application Procedure:**

Please send your application letter along with the updated curriculum vitae (CV) in one document to [recruitment@pasada.or.tz](mailto:recruitment@pasada.or.tz). In your CV, please indicate three reputable referees. Send your application before **06<sup>th</sup> November 2023**.

The application letter should be addressed to.

The PASADA Executive Director

P. O. Box 70225

DAR ES SALAAM, Tanzania.

## **NON-DISCRIMINATION NOTE:**

PASADA advocates and upholds the principle of equal opportunity for all and does not discriminate in its shortlisting, selection, or employment practices that are based on race, creed, sexual orientation, religious basis, sex, nationality, political affiliation, gender bases, marital status, inability or disability, or any other form which does not constitute merits.