



Job Description

Title: Field Human Resources Officer

Location: The position is based at the WCS's offices (marine program -Unguja/Zanzibar)

Reports To: Country Human Resource Manager with a dotted line to the Program Director.

Outline

The Job holder will be responsible to assist the Country HR Manager in the coordination of staff management for one or more designated Field offices of the Organisation. The position of Field HR officer is for the designated areas (RKLP or SHCP or Marine Program Office) and is responsible for fulfilling area-specific requirements and priorities to ensure effective and efficient HR Management.

Responsibilities:

- Coordinating the administrative HR management of staff in order to create a dynamic of motivating support and a transparent administration, based on a coherent administrative framework that is in line with both the WCS HR policies and national legislations
- Supporting the administrative processes relating to the HR management of international staff in Tanzania.
- Maintenance of good employee relations and employment practices to ensure a high degree of staff morale and discipline at all times which will enhance efficient and effective utilization of manpower strategies with a view to optimizing synergy.
- Coordinating end-to-end onboarding hiring process as per WCS process and procedures for field staff.
- Coordinating with Line managers to ensure compliance with HR policies and procedures
- Managing Field staff personal files to ensure accuracy, compliance, and on-time payments.
- Updating the HR database and personal files to facilitate HR process management.
- Preparing employment contracts in conformity with legal requirements including specific amendments when necessary, in order to ensure local labor and fiscal law compliance.
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the country HR Manager collecting in HR meetings.
- Leave Roster Management: Double-check rosters and challenge supervisors on the annual leave plan.
- Coordinate Objective setting and appraisal processes are followed up closely to make sure all staff are evaluated working closely with the line manager as per the assigned field staff.

- Conducting policy refresher training bi-annually to ensure all staff are aware of HR policy.
- Prepare Monthly and quarterly reports as required.

Qualifications, Experience & Skills Required

- Bachelor's degree; in BA HRM or related field
- At least 4 years of relevant experience in Human Resources (administration, contract, payroll, recruitment, training, evaluation,..) post university training.
- Working with International NGO experience is an asset.

Skills, and Abilities

- Knowledge of current trends in Human Resource Management
- Being up to date with the local legislature.(Mainland Tanzania and the Isles)
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in organizing resources and establishing priorities.
- Strategic planning and advanced leadership skills..
- Ability to foster a cooperative work environment.

Conditions of Employment

- Successful candidates may be subject to a reference check and a criminal background check prior to starting work.

Working Conditions and Physical Effort

- Minimum Travel
- Work is normally performed in a typical interior/office work environment.

Application Instructions

Qualified candidates should send:

1) ***Cover letter and CV Only***

2) Applications should be sent via email to:
WCS Tanzania addressed to the County Director at

wcshtanzania@wcs.org with the heading: “***Application for Field Human Resources Officer Vacancy***”

3.) Applications should be submitted by: **November 13th 2023 5:00 PM EA TIME**

Position is Open for Tanzanian Nationals Only