



1. Position Title: Human Resources Assistant

Department: Nutrition

Duty Station: Dar es Salaam

Duration: 2 years (with possibility of extension)

Dar es salaam, Tanzania

Established in 1915 with Helen Keller as a founding trustee. Helen Keller International works to save the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City. Helen Keller Intl currently conducts programs in 20 countries in Africa and Asia as well as in the United States. Helen Keller Intl is known for sustainability, reliability, efficiency, and the highest level of technical expertise in fighting and treating blindness and malnutrition.

Helen Keller Intl Tanzania works in partnership with the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), Prime Minister's Office (PMO), Local Government Authorities (LGAs), local NGOs, and other national and international development partners in the areas of nutrition and Neglected Tropical Diseases. Helen Keller Intl is seeking the Human Resources Assistant to support all of its nutrition programs in Tanzania.

Scope of Position

The Human Resources Assistant will provide overall administrative support to the Human Resources department and assisting with various HR functions.

Functional Relationship

The Human Resources Assistant reports directly to the Regional Human Resources Director with dotted line relationship to the Finance and Operations Manager and Country Director.

Specific Responsibilities

The Human Resources Assistant will be responsible for the following, under each area of accountability:

Overall Management and Leadership

- Assist in oversee the development/improvement of policies and procedures that define recruitment processes, contracting and staff orientation and ensure effective management of the process going forward;

- Assist in Oversee the development/improvement of policies and procedures that define annual performance evaluation processes and ensure the effective management of the process going forward.
- Assist in ensure the development, revision/updating of the HKI Human Resources Manual in compliance with local labor laws and HKI overall policies and procedures.
- Assist in develop/update a standard file checklist for Personnel file documentation that complies with local labor laws and meets HKI requirements for HR records management and ensure that all personnel files are updated in accordance to the checklist;
- Assist in ensure HKI Tanzania uses an up-to-date standard employment contract which complies with local labor laws and manage contracts and oversight of short-term national consultants, interns, volunteers and international consultant contracts (liaising with program staff as needed);
- Together with SMT, assist in salary banding scale and compensation package, coordinating compensation surveys to ensure HKI competitiveness in attracting and retaining staff with the NGO market.
- Monitor timesheet submission and accuracy and ensure that the staff leave requests are tracked processed and regularly updated in HR files.

General Activities

- Assist in job posting, candidate sourcing, and screening resumes.
- Assist in Coordinate interview schedules, conduct initial interviews, and assist in candidate selection.
- Assist in facilitating new hire onboarding processes, including paperwork, orientation, and training.
- Address employee inquiries and provide guidance on HR policies and procedures.
- Assist in resolving workplace conflicts and issues in collaboration with managers.
- Participate in creating a positive work environment by promoting employee engagement and well-being.
- Assisting in the development and implementation of performance appraisal systems.
- Assist in coordinating performance reviews and providing feedback to employees.
- Assist in analyzing performance data and assisting in creating improvement plans.
- Identifying training needs within the organisation.
- Assist in Planning, coordinating, and conducting employee training programs.
- Assisting in the creation and implementation of professional development plans
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- Assisting in the creation and implementation of Professional Development plans
- Assisting in creating and implementing workplace health and safety policies.
- Ensuring compliance with health and safety regulations and addressing related concerns.
- Supporting initiatives that promote diversity and inclusion within the organization.
- Assisting in creating a diverse and inclusive work environment.

- Organizing and coordinating employee engagement activities and events.
- Gathering and analyzing employee feedback to improve engagement.
- Assist in managing the offboarding process for departing employees.
- Conducting exit interviews to gather insights and feedback.
- Assisting in general HR administrative tasks, such as document management and filing.
- Responding to HR-related inquiries from employees and management.
- Compiling and analyzing HR-related data for reporting purposes.
- Generating reports on key HR metrics and trends.
- These responsibilities are essential for managing the human resources functions of an organization and ensuring that it attracts, retains, and supports a talented and engaged workforce. The specific duties may vary, and HR Assistants may specialize in certain areas such as recruitment, employee relations, or training and development based on the organization's needs.

Qualifications/Eligibility

- Degree or equivalent experience in Human Resources, Business Administration, Psychology or related field.
- At least 3 years of experience in the similar role and/or 3 years of experience in International NGOs.
- Languages: English and Swahili fluency required. Excellent oral and written communication skills.
- Strong organizational and administrative skills are crucial for managing tasks such as scheduling interviews, maintaining records, and handling paperwork. • Good interpersonal skills are necessary for dealing with a diverse range of people within the organization. HR Assistants often interact with employees, managers, and external candidates.
- Excellent time management, prioritization, and organizational skills • Given the sensitive nature of HR information, the ability to handle confidential information with discretion and integrity is critical.
- Demonstrated knowledge of the application of information technology to this type of work including Excel and Microsoft Office Suite or equivalent.
- HR Assistants deal with a lot of documentation, including employee records and benefits information. Attention to detail is important to ensure accuracy and compliance.
- HR Assistants should be able to identify issues and contribute to solutions. Problem-solving skills are valuable in addressing employee inquiries and handling various HR-related challenges.
- Collaborative skills are important as HR Assistants often work closely with other HR professionals and departments within the organization.
- Basic understanding of labor laws and regulations is advantageous to ensure compliance in HR practices.
- The ability to adapt to changing priorities and handle unexpected situations is valuable in the dynamic field of human resources.
- Ability and willingness to flex work hours to accommodate multiple time zones.

To Apply

Qualified candidates should submit a Cover Letter and Resume at TZ.Recruitment@hki.org with the subject line: **Human Resources Assistant** by **08th December 2023**.

2. Position Title: Program Manager/M&E

Department: Nutrition **Duty Station:** Dar es Salaam

Reports to: Country Nutrition Lead

Duration: 2 years (with possibility of extension)

Helen Keller Intl Tanzania works in partnership with the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), Prime Minister's Office (PMO), Local Government Authorities (LGAs), local NGOs, and other national and international development partners in the areas of nutrition and Neglected Tropical Diseases. Helen Keller Intl is seeking the Program Manager with M&E to support all of its nutrition programs in Tanzania.

Scope of Position

The Program Manager will provide overall program management for the nutrition portfolio of Helen Keller International Tanzania country office. Additionally, he/she will lead on overall strategic issues and demonstrate a very high capacity for management and monitoring and evaluation.

The Program Manager with Monitoring and Evaluation (M&E) is responsible for planning, coordinating, and overseeing the execution of various programs or projects within the organization. This role also involves designing and implementing a robust M&E system to measure and report program outcomes and impacts. The Program Manager with M&E reports to the Country Nutrition Lead and works closely with program staff, M&E specialists, and other stakeholders to ensure program success.

General Responsibilities:

- Support the efficient implementation of program while securing integrity of Helen Keller resources.
- Ensure sound management and optimal performance of CO by integrating all Nutrition programs.
- Support the Country Nutrition Lead to develop country office strategies and staff goals.
- Enhance collaboration between programs staff and finance and administrative staff.
- Work in a risk management approach.
- Back up the responsibilities of the Country Nutrition Lead.
- Direct project or program implementation takes full end to end responsibility of programs.
- Support all COs with the RO in a specific technical area.

Specific Responsibilities

The Program Manager will be responsible for the following, under each area of accountability:

1. Program Management

- Develop, implement, and manage program plans, including setting objectives, timelines, and resource allocation.
- Coordinate and collaborate with cross-functional teams to ensure effective program implementation.
- Monitor program activities, budget, and resources to ensure they align with program goals and objectives.

- Identify potential issues and risks and develop mitigation strategies to address them.
- Prepare regular program progress reports and communicate updates to relevant stakeholders.
- Manage relationships with government officials, donors, partners, and nutrition implementing partners in-country. Coordinate and provide technical assistance as needed.
- Represent Helen Keller in national and international forums. Communicate program results and create a supportive working environment.
- Manage nutrition portfolio budgets and in collaboration with Finance Manager ensure project finances are utilized efficiently.
- Travel domestically and internationally as needed.
- Ensure that team members are effective, efficient, and diligent in meeting program goals.

2. Monitoring and Evaluation

- Design and implement a comprehensive M&E framework and system for program evaluation.
- Develop data collection tools, indicators, and data management protocols.
- Oversee data collection, analysis, and reporting processes to track program progress.
- Conduct regular data quality assessments and ensure data accuracy and reliability.
- Analyze M&E data to identify trends, gaps, and opportunities for program improvement.
- Prepare and share M&E reports with program staff, leadership, and donors.
- Continuously improve the M&E system based on feedback and findings.
- Provide training and guidance to program staff and partners on M&E best practices.

3. Representation and coordination within the organization and other stakeholders

- Engage with key Government Agencies and other stakeholders to support the implementation of Helen Keller International Nutrition projects/ programs in Tanzania.
- Identify and participate in relevant nutrition forums and meetings where there may be a strategic benefit to Helen Keller.
- Develop and maintain a detailed understanding of the health and nutrition issues in Tanzania including national policy development, key players in government, INGOs, UN and national/regional and local civil society organizations

4. Business Development

- Maintain an ongoing awareness of the operating environment in-country and identifies needs that fit with Helen Keller International core priorities and competencies.
- Lead, design, and analyze needs and identifies relevant programmatic interventions in line with Helen Keller strategic focus.
- Liaise with Helen Keller Africa and Global business development teams and provide relevant inputs for Tanzania relevant opportunities.

5. Safeguarding Responsibilities

- Understands what safeguarding means for the teams they manage
- Leads teams to develop the necessary skills and expertise to undertake their roles and responsibilities for safeguarding
- Leads on organisational change for relevant teams to ensure safeguarding is embedded
- Holds teams accountable for delivering on safeguarding standards

- Ensure relations based on respect.
- Understands organisational safeguarding and gender policies
- Reflects on their value system and takes account of their biases towards individuals (including children and young people) in all their diversity
- Understands the relevance of safeguarding to their work
- Acts as a role model for the organisation's commitment to nondiscrimination, safeguarding and safeguarding standards
- Is able to implement safeguarding requirements in their area of responsibilities

Qualifications/Eligibility

- Degree or equivalent experience in nutrition, public health, or related field. A Master's degree in a relevant field is an added advantage.
- At least 5 years of experience in the similar role and/or 8 years of experience in international public health programming with an emphasis on nutrition, capacity building, health systems, food systems, including at least five years of direct experience implementing public health and nutrition programs in Tanzania.
- Languages: English and Swahili fluency required. Excellent oral and written communication skills.
- Experience in the application of nutrition-sensitive approaches.
- Excellent time management, prioritization, and organizational skills
- Strong understanding of global guidance and technical literature on nutrition, public health, and nutrition-sensitive programming in lower to middle income countries.
- Ability to direct multiple long and short-term activities and teams, simultaneously, with minimal supervision, and follow through to completion.
- Demonstrated knowledge of the application of information technology to this type of work including Excel and Microsoft Office Suite or equivalent.
- Experience in implementation of quantitative and qualitative research studies in nutrition, including analysis of food consumption data.
- Strong interpersonal skills and social-emotional intelligence; experience working effectively in teams and cross-cultural settings.
- Commitment to Helen Keller Intl's mission
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Experience providing and managing technical support to nutrition programming in Tanzania.
- Travel: Ability and willingness to undertake domestic travel in Tanzania (approximately 40%).

To Apply

Qualified candidates should submit a Cover Letter and Resume at TZ.Recruitment@hki.org with the subject line: **Program Manager with M&E** by **30th November 2023**.

HELEN KELLER INTL:

- DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, TEST, INTERVIEW, MEETING, PROCESSING, OR TRAINING)
- DOES NOT ASK FOR INFORMATION ON APPLICANTS' BANK ACCOUNTS