



1. PEOPLE AND CULTURE MANAGER

Legal and Human Rights Centre (LHRC) is a Tanzanian human rights advocacy organization founded in 1995 as a non-governmental, voluntary, nonpartisan, and not-for-profit sharing organization to empower and enlighten Tanzanians about their legal and human rights. LHRC has four offices, namely: the head office located in Kijitonyama, Dar es Salaam; a model legal aid office situated in Kinondoni, Dar es Salaam; and two sub-offices, one located in Arusha and the other in Dodoma Regions.

Title: **People and Culture Manager**

Contract Type: Short-Term.

Contract Duration: Eight (8) months.

Duty station: Dar es Salaam

Closing date for applications: April 15, 2024

Expected start date: May 1, 2024

Position overview.

The overall purpose of this position is to lead and support LHRC People and Culture strategic objectives to contribute to the achievement of the organization's purpose and deliver on strategic outcomes. Reporting to the Executive Director and working closely with the LHRC Management Team, the People and Culture Manager is required to effectively build the people and culture capability of the organization, lead and manage an effective human resources function to support management of the employee lifecycle, and contribute to broader organizational and strategic management as part of the LHRC Management team. The position also has a key role as an ambassador for organizational culture and values, ensuring they are visible, embedded, and upheld.

DUTIES AND RESPONSIBILITIES:

The key responsibilities of this position are:

1. STRATEGY AND LEADERSHIP

Develop and execute a LHRC people and culture strategy.

Contribute to the development and achievement of LHRC's short- and long-term strategy, ensuring effective inclusion of key people and cultural considerations.

Read and understand the broader business environment, and provide expert and informed analysis and strategic advice for ongoing operations and expected decisions.

High-level analysis of key people data and trends in support of strategic priorities, advising an appropriate course of action as required.

2. ORGANISATIONAL DEVELOPMENT AND CULTURE

Contribute to the development of a robust culture through role modeling LHRC values and the behaviors that drive this culture.

Design and lead initiatives, including research and diagnostics, to maximize the engagement of all employees and build organizational commitment to the desired culture.

Scope, develop, and lead the implementation of LHRC's Diversity and Inclusion Strategy.

3. TALENT MANAGEMENT

Develop a focused job design aligned with a structured workforce plan and framework.

Ensure best practices and innovative methods and processes relating to recruitment, selection, and onboarding.

Development of formal induction processes and procedures.

4. PEOPLE DEVELOPMENT

Build a culture of performance across the organization with oversight and continued development of the Performance Review and Development Plan.

In conjunction with the management team, ensure all learning and development is strategically linked to organizational needs and aligned to performance reviews and business planning processes.

Develop and update the LHRC Learning Program each year after the performance review process.

Maximize leadership capability and embed a coaching culture in support of delivering on strategy outcomes.

5. REMUNERATION AND BENEFITS.

Ensure the integrity of LHRC's remuneration policy.

Oversee market research across all job functions.

Ensure market-driven benchmarking and transparent annual review processes.

Review and strengthen LHRC's financial and non-financial benefit offerings.

6. RISK AND COMPLIANCE.

Ensure alignment and adherence with organizational quality assurance, governance policies, processes, and standards, as well as external legal and regulatory requirements.

Informed analysis of key people's risks, advising appropriate mitigation strategies in accordance with the overall risk management system.

Ensure enabling, fit-for-purpose HR policies and procedures are developed and embedded in day-to-day practice.

Ensure continued modernity and compliance with the Tanzania Employment and Labour Relations Acts.

By supporting the supervisors, ensure employee issues are dealt with in a prompt time frame so LHRC is not exposed to potential legal risk, including assisting in investigations into grievances and complaints where required.

7. HR MANAGEMENT.

Responsible for the effective operations of all normal people and culture activities to support management of the employee lifecycle, including:

Maintain employment records to meet compliance obligations.

On-boarding, off-boarding, or cross-boarding.

Internal and external organizational reporting (i.e., monthly, quarterly, and annual reporting to business plan KPIs, executive team reporting, board reporting, etc.)

Assist the management team with planning, budgets, and reporting, including evaluating people and culture results and trends.

Other responsibilities as may be required.

8. AUTHORITY:

Daily operational reporting and appointment of various contractors.

Authorize expenditures incorporated into the approved budget.

Recruitment and selection of staff suitable to maintain the LHRC culture.

Appointment of staff and contractors to fulfill LHRC needs.

9. COMMUNICATION:

Internal.

Foster and maintain trusted and professional relationships with the management team.

As the management team ex officio, develop strong partnerships with all members.

Collaborative working relationships with all teams

Foster and maintain effective relationships with supervisors.

Member of the WHS Committee

All LHRC Staff and Directors

External.

Foster and maintain productive relationships with government bodies and other related stakeholders, including customers, suppliers, and service providers.

Liaise and develop relationships with vendors in the areas of employment law, learning and development, and organizational culture.

Professional relationships with prospective candidates.

Technical expertise, skills, and knowledge Job Requirements:

Bachelor's degree in human resources management with HR professional qualifications and 5 to 7 years' experience in HR management.

A master's degree is an added advantage.

Experience in using any HRIS.

Experience in a large, global, matrixed organization and/or within a non-profit setting is a plus.

In-depth knowledge of HR concepts and the ability to ramp quickly on new topics.

Excellent written and verbal communication skills.

Proven track record and fulfillment in operating with a client service approach and building and fostering positive working relationships; highly resourceful.

High data analytics skills and the ability to use basic data outputs to tell a high-level story.

Sensitive to and have a solid understanding of gender equality concepts and their impact on HR practices.

Self-motivated, with the ability to plan, prioritize, and solve problems independently.

Flexibility, adaptability, and resilience are key to working in a constantly evolving environment.

Ability to build and foster effective and positive working relationships with colleagues and internal clients.

Outstanding capabilities in MS Word, Excel, and PowerPoint; experience in Workday and applicant tracking systems is a plus.

Ability and commitment to the highest ethical standards, including maintaining confidentiality.

How to apply

Please apply online through the [LHRC Careers page](#), submitting a cover letter and up-to-date CV as a single document and saving your full name before uploading.

No telephone inquiries. Only short-listed candidates will be contacted.

Closing date: Monday, April 15, 2024, midnight

LHRC is an equal opportunity employer and does not discriminate in its selection or employment practices.

People with disabilities and women are encouraged to apply.

To Apply, [CLICK HERE](#)

2. DIRECTOR OF EMPOWERMENT AND ACCOUNTABILITY (DEA)

Legal and Human Rights Centre (LHRC) is a Tanzanian human rights advocacy organization founded in 1995 as a non-governmental, voluntary, nonpartisan, and not-for-profit sharing organization to empower and enlighten Tanzanians about their legal and human rights. LHRC has four offices, namely: the head office located in Kijitonyama, Dar es Salaam; a model legal aid office situated in Kinondoni, Dar es Salaam; and two sub-offices, one located in Arusha and the other in Dodoma Regions.

Title: **Director of Empowerment and Accountability (DEA)**

Contract Type: Short-term.

Contract Duration: **Seven (7) months.**

Duty station: Dar es Salaam

Expected start date: June 1, 2024

Position overview.

The Director of Empowerment and Accountability will provide strategic managerial, technical leadership, and management oversight for the programs. He or she will oversee all aspects of project implementation, including program quality, personnel, and financial management.

S/he will be responsible for empowerment and accountability efforts to increase public awareness through knowledge and awareness and for people to have greater control over their human rights and seek LHRC's to strengthen accountability relationships among stakeholders.

He or she will also oversee empowerment programs that support people in exercising their free and informed choice over human rights and influence how their protections are governed. S/he will support the emergence of strong accountability relationships between duty bearers (with responsibility for ensuring human rights) and individuals and groups who have a right to access justice through legal knowledge, advice, support, or litigation.

He or she will be responsible for the timely and adequate implementation of project activities, deliverables, execution, monitoring, and reporting of the program.

DUTIES AND RESPONSIBILITIES:

The key responsibilities of this position are:

Initiate and set goals for programs according to the strategic objectives of the organization.

Plan the programs from start to completion, involving deadlines, milestones, and processes.

Develop and/or approve the directorate budget and operations.

Devise evaluation strategies to monitor performance and determine the need for improvement.

Supervise all program and project managers involved to provide feedback and resolve complex problems.

Discover ways to enhance the efficiency and productivity of procedures and people.

Apply change, risk, and resource management principles when needed.

Ensure program operations and activities adhere to legal guidelines and internal policies.

Developing strategic plans for the LHRC's grassroots programs in alignment with its mission and objectives.

Overseeing the implementation and execution of programs, ensuring they are delivered on time, within scope, and within budget.

Providing leadership and direction to program officers fosters a culture of collaboration, innovation, and excellence.

Monitoring program performance and outcomes and implementing corrective actions as necessary to achieve desired results.

Establishing and maintaining effective communication channels with internal and external stakeholders, including partners, donors, and beneficiaries.

Managing program budgets, allocating resources efficiently, and ensuring compliance with funding requirements and regulations.

Identifying opportunities for program expansion, diversification, or improvement and developing proposals or recommendations accordingly.

Keeping abreast of human rights trends, best practices, and emerging issues relevant to the organization's programs

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Technical expertise, skills, and knowledge Job Requirements:

Bachelor of Laws (LLB)

A master's degree in business administration, project management, leadership, governance, or any other related field.

Project management certification or any other related competencies.

10 years of working experience in human rights or any related grass-roots projects.

Self-motivated, with the ability to plan, prioritize, and solve problems independently.

Flexibility, adaptability, and resilience are key to working in a constantly evolving environment.

Ability to build and foster effective and positive working relationships with colleagues and internal clients.

Outstanding capabilities in MS Word, Excel, and PowerPoint; experience in Workday and applicant tracking systems is a plus.

Ability and commitment to the highest ethical standards, including maintaining confidentiality.

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