



Career with BRAC International

BRAC is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone can realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programs to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organization of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organization committed to highlighting innovation, impact, and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year. BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first program outside of Bangladesh in Afghanistan in 2002 and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programs and social enterprises, including microfinance, education, health, agriculture, gender, and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

BRAC Maendeleo Tanzania is looking to decentralize Human Resource Operations to increase efficiency and effectiveness in service delivery which will increase organization productivity. This role contributes to the development of base strategies, which are translated into action plans and day-to-day tasks.

Position: Human Resource Officer

Location: Dar es salaam

MAIN JOB RESPONSIBILITIES:

Recruitment and selection

- Receiving approved manpower requisition from talent acquisition manager to initiate recruitment process.
- Arranging interview for successfully shortlisted candidates.
- To collect all necessary documents from the new staffs and contract issuing
- Probation Reviews and to ensure that all probation reviews are completed within agreed timescales.
- Maintenance of staff files
- Appropriate employment background check of the newly recruited staffs.
- Ensure all new staff have the social security & medical registration and supervise the process by making sure that necessary application forms are completed/ filled.

Training and Development

- Assist HR Manager on lead in Training need Analysis.
- Assisting Training team in preparations organization and evaluation of various training in the field.

HR Service

- To work closely with Accounts in the matter of payroll preparation.
- Managing leave and attendance of regional staffs
- Ensuring all staffs have renewed contracts.
- Assisting HR Manager in issuing and processing transfer proposal, transfer orders and resignation letters.
- Handling employee's relations issues by the consultation with Manager-HR i.e. helping line managers in attending formal disciplinary hearing, helping line managers in issuing show cause as well as documenting all disciplinary operations took place.
- To preserve staff personal files and update whenever necessary.
- Assist HR Manager in Managing staff information system software (HRIS)
- Ensure all staff are issued with name tags and identity cards.

Human resource strategy

- Periodically organize policy sharing events to the concerned regional staffs.
- To communicate the gaps of various policies and process and the possible solutions to HR strategy.
- Assist in Performance management system in terms of staffs objective setting in January, Midterm review and year-end review.
- Support staff development activities including promoting the BRAC Learning Catalogue.

SAFEGUARDING RESPONSIBILITIES:

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the programmer's goals on safeguarding implementation.
- Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do the same.

REQUIRED SKILLS/CAPACITY:

- Proven two years' experience as HR officer, administrator, or other HR position.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office; knowledge of HRMS is required.

EDUCATION REQUIREMENTS:

Bachelor's degree in human resource management/administration, Industrial relation, Laws, or relevant field.

EMPLOYMENT TYPE: CONTRACTUAL

If you feel you are the right match for the above-mentioned position, please follow the application instructions

Accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at:
recruitment.tanzania@brac.net

With the subject: HR OFFICER

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 7th June 2024

BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.

