



POSITION ANNOUNCEMENT- HUMAN RESOURCES MANAGER

Pastoral Women's Council (PWC) is a non-profit and non-governmental organization working in northern Tanzania to achieve gender equality and community development through the empowerment of pastoralist women and girls. PWC envisages inclusive pastoralist communities where women are independent, equal partners to men. A position has arisen for a suitably qualified person to join our leadership team and contribute to ongoing success of our mission.

Position Overview:

Reporting to the Executive Director (ED), the HR Manager is a senior member of the management team with responsibility for the overall management of the HR department. The role involves the administration of effective hiring, retention, compensation, staff/performance development, personnel records, legal compliance and staff discharge, among other accountabilities. The incumbent is responsible for the development of long-term staffing strategies; development, revision and administration of HR policies, processes and tools; and ensuring employee health and safety.

Responsibilities:

1. Develop and implement HR strategies, policies, systems and plan
 - Become fully conversant with PWC's philosophy (Mission, Vision and Values) and facilitate its implementation.
 - Design, operate, coordinate and monitor operational systems for managing necessary human resource functions and implement approved policies.
 - Update and issue position descriptions in the organization in consultation with respective line managers.
 - Maintain employee database.
 - Identify and ensure compliance with statutes and regulations affecting human resource function; act as the primary contact with state departments and other agencies with respect to human resource issues.

2. Planning and Staffing
 - Establish standard hiring and placement practices and procedures as guided by international best practice.

- Ensure an appropriate level of staffing to cost-consciously meet the existing and anticipated business needs.
- Manage the hiring process in collaboration, working with line managers to define strategic staffing plans.
- Prepare personnel budget, manage and own expenditures, and report on variance to budget.
- Work with line managers to develop annual staff development plan in line with PWC's staff development strategy.
- Coordinate recruitment of interns and volunteers and their tenure at PWC in liaison with management.

3. Staff Performance Development

- Develop and implement effective employee performance management system; train, advise and support line managers to achieve effective performance management.
- Implement a training and development process ensuring that appropriate development needs are met timely and cost-effectively.
- Organize and coordinate both in-house and off-site staff training and development programmes to meet the identified development needs.
- Facilitate capacity assessment and capacity building of staff as and when required.
- Implement an effective succession planning programme.

4. Effective Management of Employee Relations

- Effectively communicate the HR policies across the organization.
- Advise PWC Board in reviewing and revising the pay policy and salary structure.
- Review and recommend employee benefits, and health and safety programmes to the PWC Board.
- Implement compensation and benefits policies and practices while ensuring that staff are rewarded in line with market trends and individual performance level.
- Determine and recommend employee relations practices necessary to establish positive employee-employee relations and employer-employee relations.
- Work directly with line managers to assist them with employee relations matters.

5. Others

- Keep abreast with current knowledge and understanding of regulations, practices and developments regarding human resources that may affect PWC and advise management accordingly.
- Provide regular updates on HR activities and plans to the PWC senior management and Board
- Perform other lawful duties assigned by supervisor.

Required Qualifications

The right person will be a Tanzanian possessing the following qualifications, qualities and abilities:

- an advanced degree – MBA in human resource management or equivalent;
- a professional qualification or membership will add advantage to the candidate;
- minimum 9 years' continuous experience in HR practice, with at least 6 years' experience at management level;
- a passion for our mission and a strong desire to impact an up-and-coming non-profit organization;
- advanced language proficiency (English and Kiswahili a must), both verbal and written;
- computer proficiency: MS office, internet and any HR management system;
- sound knowledge of Tanzanian labour and taxation laws and other applicable regulations;
- proven leadership, facilitation, negotiation and employee coaching skills;
- an innovative and creative thinker;
- proven integrity and character, especially in the stewardship of resources.
- a strong work ethic and require minimal direction;
- demonstrated ability to develop and implement process improvements;
- willing to travel and work in the field as required;
- cross-cultural working exposure;
- ability to integrate learning opportunities with day-day work.

Work Location:

The position is based in Arusha with field travel as and when required.

How to apply:

Please send your detailed Curriculum Vitae and university level certificates to pwctanzania@gmail.com by close of business on **May 23, 2022**. Late applications will not be considered. Only short-listed applicants will be contacted.

PWC is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Suitably qualified women and people with disability are strongly encouraged to apply.