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Ghala Road (Railway Street)

Moshi, Tanzania

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Email: admin@kijana-kwanza.org

Website: www.kijana-kwanza.org

**Human Resources (HR) Manager**

Contract: Permanent

Working Hours: 45 hours per week (including evenings and weekends)

Accountable to: CEO

Salary: Band 5

Location: Moshi, Tanzania

Additional benefits: Extensive Incentives Package including rent, telephone and meals allowance and employee contributions towards family medical insurance

**Introduction**

Kijana Kwanza (Young People First) is a grassroots organisation based in Moshi, Tanzania that aims to empower disadvantaged children and young people with the skills and opportunities to prepare them for a future without poverty.  
  
The organisation directly sponsors over 250 children and young people, most of whom are orphaned, abandoned or from single-parent families, who reside in the community, in foster care or on-site at one of our children’s homes or youth hostels. Most of our children and young people attend school, learn practical trades in our workshop or are enrolled at college to study towards a professional qualification. Outside of formal education, we deliver an extensive programme of extra-curricular learning, which emphasises soft skills development, leadership training and digital inclusion.

Aside from direct child and student sponsorship, Kijana Kwanza delivers a variety of day services and social welfare provision from its headquarters in Moshi Town, for the wider community of children, young people and their families. These include free Computer classes, a Study Café, hardship grants and interest-free loans, seasonal campaigns, community events and microfinance initiatives.

For a full list of our activities, visit [www.kijana-kwanza.org](http://www.kijana-kwanza.org).

**Post Summary**

The HR Manager is responsible for overseeing all human resources functions to ensure that the organisation operates in line with Tanzanian labour laws, international best practices, and internal policies and procedures.

The post plays a key role in recruiting, developing, and supporting employees, interns (field placements), local and international volunteers, as well as sessional workers and facilitators. Additionally, the HR Manager ensures that job descriptions and role profiles are up-to-date and accurately reflect the needs of the organisation.

The HR Manager will also promote an inclusive and positive workplace culture and ensure the effective implementation of HR systems and procedures across the organisation.

**Duties and Responsibilities**

**Recruitment and Staffing**

1. Lead the end-to-end recruitment process for employees, interns (field placements), local and international volunteers, and sessional workers/facilitators, including job advertising, shortlisting, interviewing, onboarding, and induction.
2. Prepare and regularly update job descriptions and role profiles in consultation with Senior Managers to reflect current duties, responsibilities, and organisational needs for employees, interns, volunteers, and sessional workers/facilitators.
3. Conduct thorough reference and police checks for employees, interns, volunteers, and sessional workers/facilitators in line with organisational safeguarding policies and due diligence standards.
4. Support workforce planning to ensure timely and effective recruitment and integration of employees, interns, volunteers, and sessional workers/facilitators to meet programme needs.

**HR Policies and Compliance**

1. Develop, implement, and regularly review HR policies for employees, interns, volunteers, and sessional workers/facilitators in accordance with Tanzanian labour laws, international best practices, and the organisation’s values.
2. Ensure all staff, interns, volunteers, and sessional workers/facilitators understand and comply with HR policies and procedures.

**Performance Management**

1. Coordinate and conduct staff appraisals for employees in collaboration with Senior Managers.
2. Foster a performance-driven culture for employees based on fairness, feedback, and growth.
3. Monitor the performance of volunteers and sessional workers/facilitators, ensuring that clear expectations are set and feedback is provided.

**Learning and Development**

1. Identify training and development needs for employees and coordinate relevant capacity-building initiatives.
2. Develop tailored professional development plans for employees to enhance their skills and career growth.
3. Ensure that sessional workers and facilitators receive necessary training and development support related to their specific roles.

**Employee Relations and Culture**

1. Promote a supportive, inclusive, and respectful working environment for employees, interns, volunteers, and sessional workers/facilitators.
2. Address grievances and disciplinary issues for employees with fairness and in accordance with policy.
3. Implement initiatives that enhance the wellbeing and engagement of all team members, ensuring strong morale and retention.

**Payroll and Benefits Administration**

1. Liaise with the Finance team to ensure accurate and timely payroll processing for employees, sessional workers and facilitators.
2. Manage benefits for employees, including allowances, leave entitlements, health insurance, and pension contributions.
3. Ensure proper management of stipends or allowances for interns, sessional workers, and facilitators as applicable.

**HR Administration and Systems**

1. Maintain accurate and confidential records for employees, interns, volunteers, and sessional workers/facilitators, ensuring all documentation is current and in compliance with organisational policies.

**Other**

1. Contribute to HR strategic planning including forecasting new or additional roles and succession planning.
2. Plan and oversee regular Senior Management Team meetings to ensure effective leadership of the organisation.

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Educated to degree level in human resources management | X |  |
| At least 5 years’ experience in managing HR functions in a medium to large organisation | X |  |
| Proven leadership and staff management experience | X |  |
| Knowledge of Tanzanian labour laws, policies and compliance with statutory obligations | X |  |
| Ability to prepare accurate organisational structures, job descriptions and role profiles | X |  |
| Proven experience in end-to-end recruitment and conducting detailed and effective inductions | X |  |
| Knowledge of soliciting and processing reference and police checks |  | X |
| Ability to manage employee relations and sensitive information including grievances and disciplinary procedures in confidence | X |  |
| Knowledge of managing volunteers, including international volunteer placements |  | X |
| Experience with HR and payroll systems, including managing allowances, expenses and volunteer stipends | X |  |
| Ability to undertake staff skills audits and manage learning and development initiatives | X |  |
| Strong counselling, mediation and conflict resolution skills |  | X |
| Full proficiency in Microsoft Office applications | X |  |
| Fluent in written and spoken English and Swahili | X |  |
| Committed to Kijana Kwanza’s mission and working with vulnerable children and young people | X |  |

**[End]**