



CAREER OPPORTUNITIES

MSI Tanzania is one of the largest providers of Sexual Reproductive Health and Rights (SRHR) services in the country, serving communities nationwide since 1989. We are part of MSI Reproductive Choices, a global organization operating in 36 countries worldwide. Working in close collaboration with the Government of Tanzania, MSI Tanzania delivers high-quality, client-centered reproductive health services and information through multiple service delivery channels, with a presence across all regions in the country.

Our organization is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

MSI Tanzania is gladly recruiting for the following new exciting positions:

1. LOGISTICS OFFICER (1 Position)

Duty Station: Dar es Salaam

Job Summary:

The Logistics Officer is a key member of the logistics team. The focus of the post is to support the implementation of efficient and compliant logistics operations, ensuring that warehouse, inventory, and asset management processes are executed effectively and in line with MSI Tanzania policies and procedures.

The Logistics Officer works under the supervision of the Logistics Manager and will work closely with Finance, Operations, Project, Centres and Field teams to ensure the MSI Global Partnership best-practice policies are adhered to.

Among the Key Responsibilities:

Key Responsibility 1: Warehouse Operations Management

- Support daily warehouse operations, ensuring that all goods are properly received, inspected, stored, and issued in accordance with organizational policies and established inventory control procedures.
- Maintain appropriate storage conditions that comply with safety standards, manufacturer requirements, and regulatory guidelines to prevent damage, contamination, or deterioration of stock.
- Maintain a well-organized warehouse layout with clearly labeled storage locations to promote efficiency, easy retrieval, and accurate stock control.
- Support regular physical stock counts (monthly, quarterly, and annually) and reconcile physical quantities with system records, support in investigating and resolving any discrepancies identified, support the preparation and submission to Finance the monthly warehouse movement report.
- Identify and report any slow-moving, discrepancies, obsolete, damaged, or 3-6 months near-expiry stock and report to Logistics Manager in a timely manner and for appropriate corrective actions.
- Support the timely renewal of warehouse/premises registration with TMDA.

Key Responsibility 2: Receiving and Issuing of Supplies, Equipment and other Materials

- Ensure that all incoming deliveries are carefully inspected and verified against approved purchase orders, delivery notes, and contractual specifications before acceptance into the warehouse.
- Issue items against approved requisitions and maintain proper documentation.
- Maintain accurate, up-to-date inventory records within the organization's inventory management system to reflect real-time stock balances.
- Ensure all Goods Received Notes (GRNs), Bin cards, Ledgers and all receiving documents are processed and

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updated timely.

- Support monitoring and management Stock levels and share the reports with Logistics Manager and Channel Leads to prevent stock-outs, overstocking, and unnecessary holding costs.
- Support uploading all delivery Notes and Invoices for all received goods and services in the Procurement system (TRADOGRAM) before finance processing the payment.
- Support the receiving and distribution of medicines and supplies to Outreach teams/Embedded Nurses to ensure accurate, with complete receiving documentation (Delivery Notes) and timely delivery in line with approved distribution plans. Verify proof of delivery and supporting documentation from distributors and Outreach teams/Embedded Nurses. Support on preparing a detailed reconciliation of dispatched quantities against delivery confirmations and utilization reports before authorizing or recommending payment to the distributor. Ensure discrepancies are investigated and reported to Logistics Manager for resolving prior to payment processing.
- Ensuring that all proof of receiving and issuing documents are properly maintained and filed in file and uploaded in the Logistics Shared Folder for easy future retrieval.
- Proper follow up of all Delivery Notes for dispatched social marketing products; ensure that all are timely received, shared to Social Marketing Manager, Finance and Credit controller.
- Maintain proper documentation and audit trails for all receiving and distribution and reconciliation activities.

Key Responsibility 3: Health and Security

- Ensure the warehouse operates in a safe, secure, and compliant manner by protecting employees, assets, and inventory while minimizing risks and hazards.
- Report any risks, incidents, or security concerns to the Logistics Manager.
- Support investigations related to warehouse issues when required.
- Ensure that all warehouse equipment are timely serviced and repaired.

Key Responsibility 4: Property/Assets Management

- Support assets registration procured to ensure that all assets are properly tagged, coded, and recorded immediately upon receipt to facilitate tracking and accountability.
- Support the updates of Asset Management System to ensure that it accurately reflects, new procured, the assets status, location, projects/donor, custodians, SUN Codes, and condition of all organizational assets.
- Collaborate with finance to ensure that the Asset Management System information reconciled with the SUN system records.
- Support periodic physical asset verification exercises through data preparation, team orientation, provide necessary tools and verification report compilation to confirm the physical existence, condition of assets and reconciliation with the asset register and timely assets management system update, and timely report any discrepancies to the Logistics Manager.
- Support monitoring of asset movement, transfers, and allocation across departments, staff, projects, location, Outreach Teams, Centres etc and always ensure proper authorization and documentation.
- Provide training and support to asset custodians to ensure safeguarding of the organization assets.
- Support in maintaining assets register by projects/Donor and ensure that any projects assets report is accurately and timely submitted.

Key Responsibility 5: Disposal (Disposition) of Assets & Expired Stock

- Support the systematically identification of obsolete, expired, damaged, or unserviceable stock and assets through routine monitoring and periodic reviews/verification.
- Assist in initiation of the disposal process including preparation detailed disposal documentation, including inventory listings, condition assessments, and approval forms, and obtain the necessary authorizations prior to disposal to ensure
- Participate in or support asset disposal committees to ensure transparency, fairness, and proper valuation

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during auction, destruction, or write-off processes.

- Support the timely update of inventory and asset registers promptly after disposal to ensure records remain accurate and current

Minimum Requirements

Qualifications and Experience

Essential:

- At least 3 years' experience in Warehouse/Stores and logistics in a large organisation preferably NGO or commercial sector.
- Demonstrable experience ranging in the areas of logistics, Warehouse and stores activities in large organization including, but not limited to stock, warehouse, assets, health and security activities/operations.
- Demonstrable experience of assets management and familiar with Assets Management System(s).
- Holder of a Degree in Procurement and Logistics / Supply Chain Management or Equivalent
- Demonstrable computer skills, particularly Word, Excel and stock management computer programmes.

Desirable:

- Knowledge of institutional donor in the sector and related compliance regulations (e.g., FCDO, USAID etc)
- Pharmacological experience: knowledge of drugs and pharmacy management is added advantages
- Experience or attained training in transportation management and /or security issues
- Qualifications in supply chain management or aspects of supply chain management
- Registered by the Procurement and Supplies Professional & Technician Board (PSPTB)
- Possession of CPSP certification is added advantage.

2. HUMAN RESOURCES AND REWARDS COORDINATOR (1 Position)

Duty Station: Dar es Salaam

Job Summary:

The Human Resources and Rewards Coordinator serves as a focal person for compensation and benefits within the Human Resources Department. The role supports the effective delivery of People and Culture services by coordinating rewards frameworks, performance management process, administering employee benefits, managing the Human Resources Information System (ARUTI), and supporting core Human Resources functions including recruitment, employee relations and training and development.

The role reports to Human Resources Lead and supports both the Human Resources Lead and the Director of People and Culture in ensuring compliance with MSI Tanzania policies, local labour legislation, and donor requirements while promoting equity, consistency, and employee engagement across the organization.

Among the Key Responsibilities:

Key Responsibility 1: Performance Management

- Advise and support all staff in managing their performance as an opportunity to impact motivation, development, and results.
- Coordinate the implementation and administration of MSI Tanzania performance management framework.
- Provide guidance to managers and employees on performance management tools, processes, timelines, and documentation.
- Support annual and cyclical performance review processes, including goal setting, mid-year reviews, and

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end year appraisals.

- Monitor compliance with performance management timelines and follow up with departments to ensure completion.
- Link performance outcomes to rewards-related processes such as salary reviews, recognition, promotions, and learning & development planning, in collaboration with the Human Resources Lead.
- Prepare performance management reports and analytics to support management decision making.
- Support continuous improvement of the performance management system based on feedback, data trends, and organizational needs.

Key Responsibility 2: Compensation & Benefits

- Coordinate the administration of salary structures, pay scales, allowances, and employee benefits in accordance with MSI Tanzania policies, applicable labour laws, and prevailing labour market benchmarks.
- Ensure timely participation in salary and benefits surveys, analyse survey data, and share findings to inform recommendations on salary grades and pay scales.
- Advise and support the Human Resources Lead and Director of People & Culture during annual salary reviews, reward cycles, and periodic benefits reviews.
- Ensure the accurate and timely implementation of approved salary adjustments, promotions, and other compensation changes.
- Administer employee benefits, including medical insurance, pension schemes, statutory and non-statutory leave, and other staff entitlements, in line with HR policy and legal requirements.
- Administer employee benefits including medical insurance, pension schemes, leave benefits, and other staff entitlements.
- ensuring timely employee enrolment, updates to benefits records, and effective resolution of benefits-related issues.
- Maintain accurate, up to date records and reporting on compensation, rewards, and benefits, ensuring data integrity and confidentiality.
- Coordinate staff relocation, repatriation, and placement entitlements, ensuring timely processing in compliance with MSI policies, regulations, and applicable labour laws.

Key Responsibility 3: Selection and Recruitment

- Advise the Human Resources Lead and support the Human Resources and Development Coordinator on the best recruitment practices and talent management.
- Support the Human Resources and Development Coordinator on developing and posting job adverts both externally and internally as per the standardized job frameworks.
- Update the job frameworks to match the business needs based on the required competency and skills for the job/roles.
- Arrange interviews adhering to standard operating procedures as required by recruitment as per MSI's guidelines.
- Preparing employment / engagement contracts for new hires as well as support the Human Resources and Development Coordinator on onboarding process.
- Conduct the Due Diligence for the expected new staff per MSI's standards.
- Advising the Human Resources Lead about staff due to confirmation to ensure timely confirmation while supporting the Human Resources and Legal Advisor to track staff development while under the probationary period.

Key Responsibility 4: Human Resources Information and Records

- Ensuring timely registration of new hires in ARUTI & other relevant databases while maintaining proper staff records and statistics, both in manual and electronic form.

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- Maintain efficient flow of information within the department and across organization in a most effective way.
- Prepare and share the relevant monthly reports with the Human Resources Lead to inform about the decisions / actions that need timely implementation.
- Update master records in ARUTI based on staff attrition for new staff, exit staff, staff confirmations, leave and transfers and any other movement timely.
- Check the leave process in ARUTI and issue approved leave and follow up with line managers on approving pending leave
- Maintain staff files with all compliant documents for each staff member and remind staff to update their files with important documents like renewed licences, certificates, registrations as per the clause 16 in the employment contract.
- Support staff in all social security issues both active and inactive employee by updating their contributions and following up on their membership numbers where required.

Minimum Requirement

Qualifications and Experience

Education:

- Bachelor's degree in Human Resources Management / Business Administration.
- Training in relevant Human Resources courses related to core Human Resources functions will be an added advantage.

Experience:

- Minimum of 4 years hands-on experience in a senior HR role with reputable organizations especially with multi-cultures.
- Proven experience in handling staff performance, job analysis and staff compensation analysis.

Skills:

- IT Literate – Good skills in the key Microsoft Packages & Applications
- Good verbal communication – giving clear understanding of complex issues
- High standard of written communication – produces well-structured, professional communications
- Analytical – able to assemble and breakdown complex information to inform key decisions
- Able to plan, prioritise and organise self and others
- Able to work under pressure and with minimum supervision
- Good interpersonal skills with the ability to communicate at all levels
- Effectively Coach/ mentor Staff
- Customer focused
- Attention to detail
- Personal credibility
- Keen to pursue personal development
- Passionate about HRM
- Strong commitment to the goal and vision of MSI
- Motivated to develop professionally
- Willing to travel as needed
- Good organizational and supervisory skills
- Ability to work under pressure and with minimum supervision.

If you feel that are able to meet the requirements and you are motivated enough to be part of the team, please send your applications including your curriculum vitae (CV) and a cover letter detailing your suitability and why you are interested in the post to the address below:

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Closing date: All applications should reach the addressee before Sunday **17th May 2026**. Please note that only shortlisted candidates will be contacted.