

Job Advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is seeking qualified and motivated individuals to join our team in the following role:

Position: Human Resource Officer

Reports to: HRA Manager

Location: Head Office, Dar es Salaam

Contract Duration: Sept-Dec, 2026, renewable by annual basis subject to performance or/and funding availability.

Good Neighbors Tanzania is looking for a suitable candidate to fill the above position. The Human Resource Officer will be responsible for supporting the organization's HR functions to ensure staff welfare and operational efficiency. This includes handling core HR responsibilities as well as administrative duties such as managing internal communications and general office operations.

1. Duties and Responsibilities

- Prepare monthly staff payroll and ensure timely submission of statutory contributions to the relevant authorities.
- Manage staff leave and attendance, ensuring compliance with procedures, preparing monthly reports, and addressing related inquiries.
- Oversee staff recruitment processes, including onboarding, orientation, development, and training.
- Review departmental annual plans and prepare a consolidated annual recruitment plan, sharing schedules and procedures with all departments.
- Process and manage work permits, residence permits, and camp permits for expatriates, including renewals and annual returns.
- Oversee the performance management process by ensuring:
 - Staff annual goals and job descriptions are in place
 - Performance evaluation tools are available and used
 - Mid-year and final appraisals are conducted on time across all offices
 - Appraisal reports are reviewed and feedback provided
 - Appraisal documents are properly filed, approved, and stored in employee records
- Manage HR activities through the HR system and ensure effective system utilization.
- Develop and implement staff training programs and professional development initiatives.
- Review, develop, and enforce HR policies and regulations.
- Prepare employment contracts and define terms and conditions of service.

- Oversee workplace health and safety matters.
- Handle disciplinary issues, address employee concerns, and communicate management updates to staff.
- Monitor and manage the HR budget, including salaries, statutory contributions, and other related expenses.
- Provide guidance to employees on the interpretation and application of HR policies and procedures.
- Maintain accurate staff records and prepare the Monthly Staff Information Report, ensuring submission by the 5th of each month.
- Prepare and organize filing systems for HR documents and record keeping.
- Perform any other related duties as assigned.

2. Qualification, experiences and competencies

- Bachelor degree in Human Resource Management or related field.
- Minimum of three (3) years' experience in human resource or related field (working with NGO is an added advantage)
- Solid knowledge of Tanzania labor laws, HR practices, and procedures.
- Experience with HR Management Systems and Payroll software.
- Strong computers skills i.e., MS Office etc.
- Commitment to confidentiality and handling sensitive information appropriately
- Excellent written and spoken command of both English and Swahili
- Strong problem-solving skills and creativity in decision-making and daily work.

3. Other Competencies/Attributes:

- Honesty, integrity, transparency, and professionalism
- Strong report writing and documentation skills
- Ability to multitask, work under pressure, and adapt to changing priorities
- Self-motivated, proactive, and well-organized
- Ability to follow instructions and work independently with minimal supervision
- Willingness and ability to learn and continuously develop skills and knowledge
- Strong interpersonal skills and ability to work effectively individually and in a team environment
- Flexibility to perform other duties as assigned

4. Application Instructions:

- All interested and eligible candidates are invited to apply through [Click here](#) on or before 30th August 2026.
- Applicants should attach a detailed Curriculum Vitae (CV) containing their complete name and contact details (postal address, email address and telephone number), together with the names and contact details of three referees.
- Applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility, and

all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested in working with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review GN Safeguarding Policy.

- **Personal Data Protection:** By submitting an application, the applicant acknowledges and agrees that Good Neighbors Tanzania may collect, process and retain their personal information for recruitment and selection purposes in accordance with applicable data protection laws and GNTZ policies.
- Applicants may scan below QR CODE to apply for this position.

