



JOB TITLE: Human Resources Officer

Job ID: 2026-8020

Location: TZ-Dar es Salaam

Category: Local

Employment Status: Full-Time

Overview

Reporting to the Human Resource Director, the Human Resources Officer will support HR strategic priorities and also provide ongoing HR support to the Jhpiego offices for effective delivery of human resource services and functions. These include developing and designing strategies to deliver HR objectives, providing human resource support in recruitment, performance management, HR administration, employee relations, ensuring compliance with Tanzanian labour laws and implementing initiatives in accordance with Jhpiego policies.

Deadline: August 18, 2026

Responsibilities

- In collaboration with the HR Director, lead recruitment processes including requisition forms, advertising, screening of applications, interview, selection and reference checks.
- Oversee the planning and implementation of orientation of newly recruited staff.
- Monitor the administration of staff benefits
- Ensure maintenance of up-to-date employee's records in both electronic and hard copy files and ensure the files are complete and all required documentation is maintained in a confidential and secure manner.
- Monitor the performance management processes.

- Maintain the administration of HR Policies, addressing staff grievances and in handling disciplinary issues
- Support the staff welfare initiatives and all staff events e.g. staff retreats and meetings.
- Maintain follow up with staff and managers with submission of various document required due to HR periodical processes Updated CV, Bio data forms etc.
- Oversee maintenance of medical and group life insurances.
- Support HR online platforms, including JEMS and iCIMs
- Oversee the engagement of Consultants and specific task agreements personell by ensuring all laid down procedures and policies are adhered to and that the data-base and agreements are up to date and filled accordindly.
- Plan and oversee staff on-boarding, transitioning and during staff exiting.
- Assist the HR director in providing oversight to the HR office and ensure smooth running of the office
- Other official duties as as assigned.

Required Qualifications

- Undergraduate Degree in Human Resources Management or Business Administration in Human Resources Management.
- Minimum of 5 to 6 years of post-qualification experience in Human Resources management position in a reputable NGO or development agency.
- Good knowledge of the Tanzanian labour laws
- Good computer skills particularly use of different Human Resources Information Systems
- Excellent organizational skills including the ability to multitask
- Be of high integrity and able to maintain confidentiality.
- Passion and desire to work with people at different levels and culture

Preferred Qualifications

- Communication and interpersonal skills - Strong written and oral communication skills.
- Excellent interpersonal skills and ability to deal with staff at all levels
- Good level of computer literacy, conversant with all Microsoft products

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