



JOB VACANCY – PEOPLE & CULTURE (HR) OFFICER

Reports to: People & Culture Manager, WWF Tanzania
Supervises: None
Location: Dar es salaam
Effective date: July 2022

Mission of the Department

To ensure WWF Tanzania Country Office applies the highest standards in human resources management in order to facilitate the implementation of its Conservation Strategy.

Major Functions

- Ensures the implementation of human resources policies in the WWF Tanzania Country Office.
- Provides clarification on Human Resources policies and procedures as appropriate to WWF personnel
- Establishes and implements effective human resources organizational and management structures; policies, and processes; and
- Ensures that WWF Tanzania legal requirements in human resources are met, and that human resource practices adhere to WWF Policies, Procedures, and standards.

Major Duties and Responsibilities

- Implements the human resources management component of the WWF TCO Country Action Plan:
- Ensures that best practice in human resources management is available for and applied to all WWF Tanzania personnel;
- Ensure that personnel recruitment, induction, performance appraisals, contract compliance and renewals, and exits are correctly managed
- Ensures that personnel contracts are fair and compliant with both WWF Standards and Tanzania Employment and Labour Relations Act 2004;
- Ensures proper implementation of personnel financial compensation and benefits through payroll ;

- Ensures the implementation of training and capacity building of all staff;
- Ensures standard personnel records of staff are appropriately kept and stored, updated in timely manner and available as required;
- Ensure the correct application of WWF Tanzania policies and procedures that relate to personnel behavior and policy compliance;
- Ensure Health and Safety Policy is Implemented as well as adherence to all occupational standards.
- carrying out regular internal audits to field projects on HR issues
- Processing of applications and renewals of work permits and residence permits for expatriate staff as authorized & granted by the Government of Tanzania.
- Works closely with and seeks support from, the P&C Manager and the Heads of Departments, and liaises, as appropriate with the Regional Africa Office, WWF International and other WWF offices; on matters of Human resources and
- Performs any other duties as may be requested by the P&C Manager

Profile:

Required Qualifications

- University degree in Human Resources Management, Administration, Business Management, or other related fields
- Membership of a relevant professional body would be a strong asset;
- Proven track record in human resources administration and management;
- At least 4 years of professional experience in Human Resources Management;
- Knowledge of the institutional, legal and policy framework of employment and HR management in Tanzania.

Required Skills and Competencies:

- Demonstrated experience in application and administration of human resources management protocols;
- Excellent inter-personal skills, and a sympathetic understanding of human relationships;
- Good guidance, counselling and negotiation skills at all levels.
- Good teamwork skills;
- Excellent oral and written communication in English and Kiswahili;
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration

Working Relationships:

Internal: Interacts with the P&C Manager, Head of Departments, and all WWF Tanzania staff on a daily basis, and as required coordinates and interacts with the project teams, species teams, and WWF Eastern and Southern Africa, and other WWF Network staff.

External: Interacts with national governmental institutions, non-governmental organizations, academic institutions, specialists/consultants and other stakeholders in collaboration with the TCO People & Culture Manager.

MODE OF APPLICATION

Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: hresources@wwftz.org by 13 June 2022 at 4:30 pm. Only the shortlisted candidates will be contacted.

Female applicants are strongly encouraged to apply. WWF is an equal opportunity employer and committed to having a diverse workforce

WWF has a principle of zero-tolerance to fraud and corruption (including kickbacks), if you encounter such incident, report by sending an email to fcci@wwftz.org



WWF *for a living planet*®