

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Human Resources Officer – 1 post  
**Reports To:** Senior Human Resources and Administration Manager  
**Work Station:** Dar es Salaam  
**Apply By:** 30<sup>th</sup> April, 2025

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

**Ifakara Health Institute** seeks a qualified **Human Resources Officer** with ability to work in a complex environment, able to perform multiple tasks, meet deadlines. The Officer will be reporting directly to the Senior HR and Administration Manager and play a pivotal role in devising and executing strategies for talent acquisition, retention, and development within the organization. The Officer will also be responsible for overseeing the management and administration of the organization's HR functions including work permit acquisition, performance management and all compliance issues while promoting a healthy workplace culture.

### Duties and Responsibilities

#### Talent Acquisition, Recruitment and Retention Strategy

- Collaborate with department heads and hiring managers to identify staffing needs and develop effective recruitment strategies aligned with the Institute's objectives.
- Implement innovative sourcing methods to attract diverse talent pools while ensuring compliance with donor and IHI guidelines.
- Take the lead in the candidate sourcing, screening, selection, and interview process, as well as in onboarding and documentation.
- Contribute to the design and execution of training and development initiatives tailored to the needs of the organization.
- Analyze HR metrics, generate insightful reports, and present findings to aid decision making processes related to talent management within IHI.
- Identify opportunities for refining talent management practices, and contributing to the enhancement of HR systems, policies, and procedures to ensure effectiveness and efficiency.

#### Compensation and Benefits Management

- Monitor market trends and industry standards to ensure the organization's salary structure remains competitive and compliant with relevant regulations.
- Administer employee benefits programs, including health insurance, retirement plans, wellness initiatives, and other supplementary benefits.
- Develop, update, and communicate compensation and benefits policies, ensuring compliance with relevant labor laws, regulations, and internal policies.

#### Ifakara Branch

Off Mlabani Passage  
P.O. Box 53 Ifakara  
Phone: +255232931572

#### Dar es Salaam Office

Plot 463 Mikocheni  
P.O. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Kingani Area  
P.O. Box 74 Bagamoyo  
Phone: +255232440065

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### Employee Relations Management and Performance Management

- Serve as the primary point of contact for employees seeking guidance on workplace issues, conflict resolution, and grievances.
- Support the performance management process by advising managers on handling performance related issues, including disciplinary actions, warnings, and terminations when necessary.
- Collaborate with HR and management to develop strategies to enhance employee engagement and foster a positive organizational culture.
- Participate in the design, implementation, and maintenance of performance management systems and processes within IHI.
- Coordinate performance appraisal cycles, ensuring timely and objective assessments of employee performance against set goals and competencies.

### Team management and leadership.

- Provide leadership, supervision, and guidance to HR Assistants, fostering a environment conducive to their professional growth.

### Qualification and Experience

- Bachelor's degree in human resources management or a related field.
- A master's degree or additional certifications are advantageous.
- Minimum of 5 years' experience as an HR Generalist, including two years at the supervisory level.
- Proven experience in recruitment and selection processes, preferably within a large company or corporate environment.
- Experience in salary administration, compensation, and benefits management, preferably within a large organization.
- Experience in employee relations or a related HR function, preferably in a similar capacity within a corporate setting.
- Experience in work permit acquisition.
- Experience in performance management, performance evaluation methodologies, goal-setting techniques, and performance improvement strategies.

### Skills and Competencies

- Demonstrated leadership skills and experience in building and maintaining productive working relationships with colleagues and the host government.
- Ability to work in a complex environment with multiple tasks, short deadlines, and intense pressure to perform.
- Excellent interpersonal skills, inspiring teamwork and motivating fellow team members, and partners to achieve results.
- Excellent written and oral communication and presentation skills in English and Kiswahili.
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

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### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **12:00hrs (EAT) on Wednesday, April 30<sup>th</sup> 2025**. All e-mail application subject lines should include: **HUMAN RESOURCES OFFICER – RETENTION. Only shortlisted applicants will be contacted for interview.**

The Senior Human Resources and Administration Manager  
IFAKARA HEALTH INSTITUTE  
Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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