



HUMAN RESOURCES AND ADMINISTRATION OFFICER (RE-ADVERTISING)

Reports to: National Coordinator

Location: Dar es Salaam

Contract Duration: One Year (renewable based on performance).

1. Background

The Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET) is a leading civil society education coalition in Tanzania advocating for inclusive, equitable, and quality education in Tanzania. With a membership of 245 organizations, TEN/MET engages with policymakers, development partners, and communities to influence education policy and practice through evidence-based advocacy and programmatic interventions.

To support our continued growth and strategic goals, we are seeking a proactive and dynamic **Human Resources and Administration Officer** who will be instrumental in fostering a positive, compliant, and high-performing work environment.

2. Position Summary

The **Human Resources and Administration Officer (HR/AO)** is responsible for managing all HR functions and office administration at TEN/MET. This includes overseeing employee recruitment, orientation, performance management, training and development, and retention, while ensuring compliance with Tanzania's Employment and Labour Relations Act, as well as TEN/MET's internal policies and HR Manual. The HR/AO also plays a critical role in creating and maintaining a conducive work environment, supporting capacity building, and ensuring smooth administrative operations.

3. Key Responsibilities

A. Human Resources Management (60%)

- Serve as the primary point of contact for all HR-related issues and support staff on HR policy matters, benefits, and labor law compliance.
- Manage the end-to-end recruitment process: job advertisements, shortlisting, scheduling interviews, administering tests, background checks, and onboarding.
- Coordinate staff orientation and onboarding to ensure a smooth transition into TEN/MET.
- Develop and implement staff retention strategies and contribute to employee engagement efforts.

- Administer employee contracts, amendments, and separation procedures, including exit interviews and final dues.
- Track and manage staff leave balances, entitlements, and benefits in compliance with policy and statutory requirements.
- Maintain up-to-date personnel files, employment records, and staff database.
- Monitor and ensure timely staff performance evaluations and facilitate performance improvement plans.
- Develop and implement training and capacity-building plans based on needs assessments and staff development goals.
- Support a safe, inclusive, and supportive work culture aligned with TEN/MET values.
- Advise management on legal risks, policy compliance, and emerging HR issues.

B. Administration and Office Management (10%)

- Oversee daily administrative operations and ensure an efficient, clean, and well-maintained office environment.
- Supervise administrative staff including Administrative Assistants, Drivers, and Security personnel.
- Ensure timely maintenance of office utilities, vehicles, equipment, and other resources.

C. Compliance and Organizational Support (30%)

- Ensure all HR and administrative operations are compliant with national labor laws and TEN/MET's internal policies.
- Provide HR inputs and reports to senior management for audits, reporting, and decision-making.
- Support strategic planning and project close-outs from an HR and administrative perspective.

4. Qualifications and Experience

Education:

- Bachelor's Degree in Human Resources Management or a related field.
- A Diploma in Law is an added advantage.

Experience:

- Minimum of 5 years of progressive experience in human resources and office administration.
- Demonstrated experience in recruitment, performance management, staff development, and employee relations.
- Proven skills in team supervision.

Skills and Knowledge:

- Strong knowledge of Tanzanian labor laws and international HR standards.
- Excellent interpersonal, communication, and negotiation skills.
- High levels of discretion, integrity, and ability to handle confidential information.
- Organizational and time management skills with attention to detail.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint).
- Fluency in English and Kiswahili (spoken and written).

5. Personal Attributes

- Proactive and solution-oriented with strong initiative.
- Professionalism and cultural sensitivity in dealing with diverse teams.
- Commitment to promoting inclusive and equitable work environments.
- Capacity to work independently and manage multiple priorities.

6. Application Process

Qualified candidates are invited to submit the following documents: a **CV, cover letter, copies of academic certificates contact information for three referees** to recruitment@tenmet.or.tz and CC to humanresources@tenmet.or.tz with the subject line **“Application for Human Resources and administration officer by 30th September 2025.**

TEN/MET is an equal opportunity employer. We strongly encourage women, persons with disabilities, and other marginalized groups to apply. Our employment decisions are based on merit and suitability for the role, without discrimination.

Only shortlisted candidates will be contacted.