



## CAREER WITH BRAC TANZANIA FINANCE LTD

**BRAC Tanzania Finance LTD (BTFL)** is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically. **BTFL** is part of BRAC International which is a leading non-profit organisation with a mission to empower people and communities in situations of poverty, illiteracy, disease, and social injustice. Founded in 1972, by Sir Fazle Hasan Abed, BRAC is the largest non-governmental development organisation in the world and is present in 15 countries across Asia and Africa today. BRAC designs proven, scalable solutions that equip people with the support and confidence they need to achieve their potential. BRAC's institutional expertise on various programmes, including health, agriculture, microfinance, education, and youth empowerment, is touching the lives of over 100 million people in the Global South.

**BRAC Tanzania Finance LTD** is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

### **Position (1): Head of Human Resources & Training**

#### **Job Location: Dar es Salaam, Tanzania**

Head of HR and Training is responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The HHR provides strategic leadership by articulating HR needs and plans to the executive management team and shareholders.

#### **Job Responsibilities:**

- Provide HR leadership; collaborate with the management team to design and implement Strategies to support organizational growth and culture.
- Collaborate with head office HR team in rolling out organizational development initiatives.
- Conduct ongoing analysis of the organization, monitoring and interpreting trends and key HR metrics.
- Manage full cycle of HR operations.
- Develop practices and programs that attract, retain and develop the best possible talent in the marketplace and makes the company attractive through competitive pay and an engaging culture.
- Capability building – the development of people and processes to ensure the delivery of HR services across the country and ensuring greater employee engagement, motivation and productivity.
- Selection and special projects – proposing and delivering new HR initiatives and cascading progressive HR practices, coordinating and communicating with head office and other countries, supporting change management programmes.

#### **BRAC Tanzania Finance Limited**

NATAI Plaza  
Plot No 17, Light Industrial Area- Mikocheni  
PO Box: 105213  
Dar es Salaam, Tanzania

E: [info.tanzania@brac.net](mailto:info.tanzania@brac.net)  
W: [www.bracinternational.nl/tanzania](http://www.bracinternational.nl/tanzania)

Registered in Tanzania  
as BRAC Tanzania Finance Limited,  
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- HR Policy review and analytics – monitoring all aspects of HR compliance and employment legislation.
- HRIS - Monitor & guide the team to ensure that staff information is maintained & updated in the ERP HR system. supporting HRIS and evaluating relevant HR data.
- Implementing functional HRMS and internal databases across all departments and locations
- Overseeing our payroll and performance evaluation systems
- Relationship Management – managing the above whilst maintaining all relevant internal and external relationships.
- Review and update our employment contracts and agreements.
- Develop and implement departmental budget.
- Measure the effectiveness of our benefits programs and recommend improvements.

### **Safeguard Responsibilities:**

- Establish a safeguarding culture across all levels of the programme by implementing the safeguarding policy. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Responsible for ensuring team members are appropriately trained, supported and have access to resources regarding issues that are identified and actioned in accordance with the safeguarding policy and procedure.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

### **Required Qualifications and Experience:**

- A minimum of a bachelor's degree in human resources, Business Administration, Organizational Psychology, Industrial relations or related area of focus is required; master's degree (e.g., MBA, MA-HR) is strongly preferred.
- Post Graduate Diploma in Personnel Management, HR Profession certification are an added advantage.
- Minimum 8 years HR experience with 3 years' experience in a similar role.
- Experience working with a diverse workforce.
- Prior experience working within a financial institution & INGO is a plus.
- Experience of managing a large team
- Experience with Human Resources Information Systems including payroll tools.

### **Additional Requirements:**

- Ability to travel to domestic and international offices on short notice.
- Maintain confidentiality of sensitive information.
- Communicate effectively, verbally and in writing, to a diverse audience.
- Excellent interpersonal and negotiation skills.
- Excellent organizational/leadership skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

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- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

**Employment type:** Contractual

**Salary:** Negotiable.

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To apply, please email your resume, detailed cover letter, references, and writing sample at **recruitment.tanzania@brac.net**

**Only complete applications will be accepted and short-listed candidates will be contacted.**

**Application deadline:** Please apply on or before **June 23, 2023**

*BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.*

*BRAC is an equal opportunities employer.*

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