



1. JOB TITLE: Human Resource Manager

On-site Human Resources Contract HRM

Dar es Salaam, Dar es Salam, Tanzania, United Republic of

Description

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in eight countries: Kenya, South Sudan, Ethiopia, Uganda, Tanzania, Zambia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,700 staff based in various country offices and the headquarters in New York City and the Horn and East Africa Regional Office (HEARO) in Nairobi. Additional growth is anticipated.

I. Summary of position

To deliver and implement the Human Resource Strategy in line with the country programs. Design and align human resource policies and procedures and lead in the management and administration of employee welfare, employee relations according to Tanzania labor laws and in line with Action Against Hunger mandate and policies.

Purpose: Position Action Against Hunger Tanzania country office as an employer of choice and provide a compelling employee value proposition in line with Action Against Hunger Tanzania country strategy, core values and mandate. Develop and align HR services according to the Tanzania labor laws and in line with Action Against Hunger mandate, core values and charter of principles.

Engagement: Secure collaboration and agreement between staff and management on a range of human resources services to promote and address the needs of staff and management in line with Action Against Hunger policies and procedures. Build an effective network with the government, HR service providers, and other organizational counterparts to sustain relationships and promote good HR practices to improve and deliver HR services within Action Against Hunger Tanzania office.

Delivery: Deliver strategic HR goals, projects and effectively implement them across multiple human resource functions and develop the capacity of staff to implement quality programmes which meet the needs of our beneficiaries, donors and other key stakeholders.

Provide practical and timely support, advice, and direction to staff and management on a range of HR, administrative and programmes activities in the country office.

II. Core Responsibilities

- Lead and provide strategic direction as outlined in the human resource management strategy and contribute to all processes that lead to enhanced organizational development and leadership in Tanzania country office.
- Devise and implement recruitment strategies and guidelines for Action Against Hunger to attract, develop and retain talent in line with the country strategy.
- Develop, review and align human resource policies, procedures and guidelines in line with Tanzania labor laws and enforce compliance of staff and management on organizational polices and Action Against Hunger Tanzania core values.
- Champion a strong performance management culture and continuously review performance management systems ensuring adherence to Action Against Hunger performance management frameworks and guidelines.
- Implement and review Action Against Hunger compensation and benefit frameworks ensuring that pay and benefit administration is implemented in line with Action Against Hunger policies and procedures and aligned to the Tanzania Labor laws.
- Develop and monitor HR budgets and staff costs ensuring that all expenses are made in line with Action Against Hunger policies and procedures
- Identify and analyze issues affecting consistent delivery of HR services and functions and recommend remedial solutions to management and staff.
- Build and maintain relationships with government agencies/ministries/departments and other key stakeholders to create a network of collaborations to positively support HR services in line with government requirements and Action Against Hunger programmes.
- Represent Action Against Huger in HR related networks and participate in engagements for mutual HR support, learning, collaboration and support.
- Lead the process of onboarding and deboarding of staff ensuring that all onboarding arrangements are implemented in line with Action Against Hunger guidelines.
- Develop and implement staff training and development plans for the country office and lead in capacity development initiatives and programmes for all staff and the HR team.

III. Gender Equality Commitments

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
- Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.
- Value and respect all cultures.

IV. Fiscal Responsibility

The position will hold a budget of staff related costs, managing payroll and benefits for staff.

V. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

VI. Working Conditions, Travel and Environment

The duties of the job require regular job attendance of at least five days per week. Must be available to work outside normal office hours or at the weekends as required. Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

Requirements

VII. Required Qualifications and Professional Experience

- Degree in Human Resource Management or Organizational Psychology from a recognized institute.
- Seven years' experience in implementing HR interventions in an International NGO, three of which should be in a senior HR Management role.
- Membership to a Human Resources professional body

VIII. Required Skills & Competencies

- Able to work effectively in a multi-sectoral organization requiring strong communication, planning & organization skills.
- Proven ability to lead and motivate staff and create opportunities for their development.
- Strong interpersonal skills with ability to initiate good team understanding and people management
- Strong knowledge of recruitment, payroll & benefits management, training & development.
- Good understanding of national labor law and employment norms and practices in the country.
- Excellent verbal and written communication skills, with experience communicating in different cultural work environments & with a wide diversity of culture
- Approachable, diplomatic, respecting confidentiality, and able to work effectively in a diverse environment.
- Highly organized, detail-oriented and able to work under pressure.
- Disciplined, self-motivated and able to set and meet deadlines, work autonomously and arrive at decisions and conclusions with minimal guidance, and within timeline
- Capacity to analyze HR related information and reporting large amounts of information
- Good practical knowledge of commonly used computer software (word, outlook, excel, power point).

Benefits

Interested? Then apply for this position by clicking on the apply button. All applicants must upload a cover letter and an updated resume and both must be in the same language as this vacancy note. Closing date for applications: January 22, 2025.

We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing non discrimination in employment.

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2. JOB TITLE: ICT Intern

On-site Operations Temporary ICT- INT

Dar es Salaam, Dar es Salam, Tanzania, United Republic of

Description

ICT Intern will offer Level 1 ICT support to ACF Tanzania Mission staff. They will follow through on support requests from Bases, and capital office, work hand in hand with the Regional ICT to resolve staff ICT requests. With guidance from the logistics department and Regional ICT, the intern will support managing and updating Asset and equipment registers. In line with the strategic Digitization of our program Elements, Tanzania ICT-Intern will support the development of tools and automation of business processes.

Objective: Ensure there is Business Continuity and effective ICT support for Tanzania staff. Essential activities & deliverables:

- Manage Helpdesk for support calls and tickets
- Offer Level 1 support of Hardware and software to all users
- Manage and administer both Software and Hardware for PCs
- Administer and manage preventive maintenance
- Monitor and Maintain Networks • Update Equipment and Asset register
- Support scale out ACF automated Tools • Deploy and manage the developed Tools
- Train Users on ICT policies, processes and standards
- Graphic design
- Design Information Education Communication (IEC) materials such as flyers, infographics and project briefs.

The intern will also Support the deployment of ERP systems that are underway.

Gender Equality Commitments

1. Foster an environment that supports values of women and men, and equal access to information.
2. Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.

3. Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.

4. Value and respect all cultures.

Requirements

Minimum Qualifications

1. Bachelor of IT or Computer science

Required Skills & Competencies

1. Fluency in English

2. Humanitarian/development industry experience

3. Able to work effectively in a multi-sectoral organization requiring strong communication, planning & organization skills

4. Strong interpersonal skills

5. Decision making skills, Problem solving skills, Ability to work within deadlines.

6. Professionalism, Teamwork, Proactivity, Motivation

7. Ability to pay attention to detail 8. Self-starter with a strong desire to promote and implement continuous improvement efforts.

Benefits

Application Process.

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3. JOB TITLE: Accounts Officer

On-site Finance Contract AO

Dar es Salaam, Dar es Salam, Tanzania, United Republic of

Description

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I. Summary of position

Under the supervision of the Finance and Administration Manager, the Accounts Officer is responsible for: leading on accountancy, reporting and managing cash, mobile money and banking transactions. S/He will review transaction vouchers and manage the financial documentation aspects of the office and conduct capacity building trainings and compliance management.

The following are key aspects of this role:

- **Purpose:**

The purpose of the role is to ensure high quality preparation of monthly accountancy, provide proactive financial analysis on receivables and payables including account reconciliations to enable the finance head of department make sound management decisions. Also, to champion sound cash and bank management, treasury forecasting and capacity building.

- **Engagement:**

The accounts officer closely collaborates with financial partners (bank, tax office, other financial service providers, etc.) and provides support to bases/ field offices upon request by the coordination office and with all staff related to cash and advance management.

- **Delivery:**

Preparation of high quality and timely monthly accountancy, provide timely reporting and settlement of monthly bills and pay taxes. (Accounts Officer)

Responsibilities

1. Mission Accountancy

- Enter daily transactions in Sylogist for approval
- Check the accuracy of the requests and configure in Sylogist and send the updated parameter to the field
- Check the transactions are charged on the appropriate budget and budget line
- Re-charge International HQ costs to the cost center
- Integrate transactions done at HQ in SYLOGIST on monthly basis
- Post transactions of costs to be charged monthly on different grants every month based on the allocation in the Financial Plan. E.g. premise rents, others if any
- Perform monthly checking and matching process in SYLOGIST • Update outstanding follow ups on monthly basis
- Perform review of accountancy as per the standard checklist every month
- Generate high-quality and timely accountancy of the mission
- Ensure implementation of new procedures and policies concerning accountancy in the mission
- Maintain all finance documents in the appropriate folders and ensure that the classification and filing is made as per the ACF guidelines.
- After the monthly accountancy closure check the accounting codes, the project codes and the budget codes and make corrections accordingly
- Develop an archiving strategy for guidance on document placement

2. Cash, Mobile Money and Bank Management

- Perform cash counts according to the requirements established by the country office
- Help ensure quality cash management for the mission
- Record expenses and cash flows in the bank and safe deposit box journals.
- Ensure the presence and quality of supporting accounting records in the bank and safe journals.
- Prepare bank reconciliation statements and monthly vault closing
- Verify bank account activity,
- Justify all advances present at the end of the month.

- Edit the accounting documents necessary for the preparation of the accounting package.
- Codify and file supporting accounting documents related to the bank and safe deposit box journals.

3. Prevent Fraud and Corruption and Compliance Management

- Prevent and manage situations of fraud and corruption (identify the risks of fraud and corruption and implement actions of prevention and control).
- Identify the risks of fraud and corruption in his/her area of competence and implement prevention and control actions.
- Alert the Finance and Admin Manager to cases of fraud and corruption and take corrective action as per policy.
- Implement and follow up on the recommendations resulting from the daily controls and audit.
- Carry out monthly spot checks and visits in the field to monitor activities.

4. Manage filing, document retrieval and retention

- Ensure that all project files and other finance files are clearly labelled.
- Ensure all finance documents are scanned, and soft copies properly stored and maintained.
- Retrieve any documents when required.
- Maintain an IN/OUT document register.
- Responsible for making follow-ups on documents taken out of the files.

Supervisory Responsibilities

- Oversee the activities of the ACF Partners in the field
- Perform routine visits to Partner organizations and build capacity as and when required
- Receive monthly accountancy from partners with supporting documents for review and upload for E-Achieving Gender Equality Commitments
- Foster an environment that supports values of women and men, and equal access to information.
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and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.

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Requirements

Required Qualifications and Professional Experience

- A bachelor's degree in accounting/finance/commerce from a recognized University
- Qualified Accountant with ACCA/CPA will be an added advantage

Required Skills & Competencies

- At least 3 years' experience in a similar position
- Experience in developing and maintaining filing systems and processes
- Experience in supporting office administration roles.
- Fluency in English
- Humanitarian/development industry experience
- Able to work effectively in a multi-sectoral organization requiring strong communication, planning & organization skills.

- Strong interpersonal skills.
- Knowledge of financial/accounting procedures.
- Computer proficiency, including spreadsheets, internet and email, accounting package.
- Knowledge of the techniques used to maintain the balance and classification of accounts in an accounting system.
- Decision making skills, problem solving skills, ability to work within deadlines.
- Professionalism, teamwork, proactivity, motivation
- Ability to pay attention to detail • Self-starter with a strong desire to promote and implement continuous improvement efforts.

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