



INTERNAL JOB OPPORTUNITY

The Aga Khan Health Service, Tanzania (AKHST); an institution of The Aga Khan Development Network, completed a major phase II expansion of the Aga Khan Hospital, Dar es Salaam in 2018.

This expansion aimed at improving the Hospital's quality of facilities and infrastructure to become an ultramodern 170 bed facility to increase its capacity as a provider of high-quality medical care leading to a tertiary care, referral, and teaching hospital.

The Phase II development focused on expanding key clinical services including a comprehensive cardiology programme, oncology services and neurosciences, as well as the expansion of Orthopaedics and Trauma, Diagnostic Imaging, Critical Care and Women and Child Health programmes.

The Hospital is JCI Accredited (achieved a level of quality and patient service that is equal to the best hospitals in the world) and the teaching site for The Aga Khan University, which offers Postgraduate Medical Education programs leading to Master of Medicine in Family Medicine, Internal Medicine, Surgery, Obstetrics and Gynecology and Paediatrics and Child Health.

It is also an accredited internship site. As part of the integrated health systems approach, AKHST plans to establish 35 outreach health facilities that are located across Tanzania. Currently, 24 such clinics have been established across the country and linked to the main hospital in Dar es Salaam.

AKHST is seeking for enthusiastic, qualified, and experienced personnel as described below:

ASSISTANT HUMAN RESOURCE (1 POSITION) – MWANZA CLUSTER

REPORTING TO THE MANAGER, HUMAN RESOURCE

POSITION SUMMARY

He/ she provides day-to-day HR operational support for Mwanza Cluster on various HR functions. The role provides HR support in the areas of Recruitment and Selection, Training and Development, Compensation & Benefits, Performance Management, Employee Engagement and Relations, to mention but a few.

ROLES AND RESPONSIBILITIES

- Ensuring that all relevant employee information is obtained and secured within an employee's personnel file. The documents collected should be sent to HR Head office for filing as well
- Prepare and present briefing note and/ recommendations as required. These may consist of recommendations for new job descriptions, postings, evaluations, disciplinary action, and conduct staff exit interviews.
- Support the completion of employee Probationary, Performance Improvement Plans (PIP) and Annual Evaluations.

- Liaising closely with HR at the Head Office to ensure Payroll for both full time and non-full time staff is timely processed and closed
- Ensure workplace practices are compliant with institution and employment standard policies and guidelines.
- Facilitating & coordinating recruitment and selection activities for Mwanza Cluster for all full-time staff, Visiting Consultancy, LOCUMS, Volunteers, etc., including maintenance of candidate/resume database and contracting.
- Provide input to the policy and procedure formulation and amendments on an ongoing basis and responds to employees and management inquiries regarding policies, procedures, processes, and programs.
- Ensure that all job descriptions for Mwanza Cluster staff and related employment agreements are current and maintained properly.
- Monitor the timely completion of all attendance timesheets and submitted to HR Office at the main Hospital.
- Handle employee relations, in collaboration with OHC's Administrative Officers of Mwanza Cluster and Employee Relations Officer addressing concerns and fostering a positive working environment.
- Prepare letters and other correspondences as requested by employees are submitting them for signatures before handing them over to staff.
- Support performance management process and facilitate professional development initiatives.
- Answer queries from the staff and enhance good relationships among them.
- Actively take role in all HR audits which include JCIA, Safe Care and other statutory audits.
- Ensure safe documentation of staff personal files with the required documents for Mwanza Cluster
- Assisting in conducting reference checks for the new staff.
- Prepare transfer, confirmation, promotions letters and submit them at HR main office for signature
- Update the list of existing staff/keeping up with the employee's database and submit it to HR main hospital on monthly bases.
- Approve and keep track with all Part time employees' leaves for Mwanza Cluster.
- Collaborate with department heads to identify staffing needs and provide HR support.
- Any other roles assigned by the Supervisor or His/her Designee.

QUALIFICATIONS AND EXPERIENCE

- Minimum three (3) years of relevant working experience
- Minimum Bachelor's Degree in Human Resource Management, Public Administration, Business Administration or Psychology or related field.

PLEASE NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS. APPLICATION LETTER, CV AND EDUCATION CERTIFICATES SHOULD BE SUBMITTED ELECTRONICALLY TO: hr@akhst.org WITH THE SUBJECT LINE OF THE POSITION.

**CLOSING DATE FOR SUBMISSION OF APPLICATIONS IS END OF BUSINESS DAY ON
SUNDAY, 2nd FEBRUARY 2025**

“AKHS is concerned about the climate and environmental crises we face and is doing everything possible to reduce our own impact, encouraging others to do the same, and advancing understanding in this field. AKHS has set itself the task of getting as close to net-zero carbon operations as possible by 2030. We expect all staff to contribute to achieving these aims in the context of their roles. We encourage applicants with previous experience or an interest in this field to apply”.