



## **CAREER WITH BRAC ENTERPRISE TANZANIA LIMITED**

### ***About BRAC Enterprises Tanzania Limited (BETL)***

BRAC is one of the largest providers of non-formal education in the world. We have been running schools in Bangladesh for 30+ years and internationally since 2002. BRAC currently operates a global pre-primary school program in Bangladesh, Tanzania, and Uganda, and we are developing markets for early childhood development (ECD) for 3-5-year-olds in the same countries through our 'Play Labs' project. In Tanzania, this includes the operation of 30 play labs co-located with the Tanzanian Government and funded through the Yidan Prize.

BRAC Enterprises Tanzania Limited (BETL) is a registered private company in Tanzania. Working as a social enterprise, BETL is currently piloting a cross-subsidy business model for ECD to improve the development of 3-5-year-old children in Tanzania. Through this project, BRAC aims to catalyze the ECD private sector in Tanzania by developing a sustainable business model for the provision of low-cost, high-quality, and scalable play-based ECD program. The BETL team recently opened five schools and is in the process of launching one mobile ECD program in Dar es Salaam.

BRAC in Tanzania is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

### **Position (1): Human Resources and Administration Officer**

***Job Location:*** Dar es Salaam.

#### **Job Summary:**

We are seeking a proactive and detail-oriented professional to lead recruitment efforts, support HR operations, and drive process improvement across our organization. This role involves managing end-to-end hiring processes, maintaining accurate employee records, supporting procurement, and assisting in the development and implementation of SOPs. The ideal candidate will be passionate about people, skilled in data and systems management, and committed to building efficient, decentralized workflows. You will play a key role in training staff, supporting career growth, and collaborating with various departments to ensure smooth operations across all BETL and BRAC functions.

#### **Education Qualifications**

Bachelor Degree in Human Resource Management, Business Administration or related field.

### **Responsibilities:**

- Lead all recruitment processes, including posting job openings, screening resumes, and scheduling interviews. Identify new innovative ways of attracting talent into the organizations and career progression opportunities to retain staff.
- Maintain employee records and handle HR administration tasks, ensuring compliance with data protection regulations.
- Standard Operating Procedures (SOPs): Assist in designing comprehensive SOPs to document and standardize various workflows, ensuring clarity and consistency in implementation at the field level.
- Documentation and Analysis: Thoroughly documenting existing processes, workflows, and systems for detailed analysis and improvement strategies.
- Decentralization: Supporting decentralizing processes to improve efficiency and responsiveness. Including training all managers in the HR processes.
- Procurement: Assist in procurement processes and setting up vendor agreements, ensuring value for money. Collaborate with team members to streamline procurement procedures and optimize workflow.
- Assist in training and Support: Providing comprehensive training and ongoing support to Angaza Academy staff to ensure effective adoption and adherence to BETLs processes and school management system.
- Data Management: Managing data effectively within systems, ensuring accuracy, security, and accessibility to authorized personnel.
- Process Improvement Leadership: Taking the lead in identifying areas for process enhancement and collaborating with teams to implement changes aimed at improving overall efficiency and productivity.
- Collaborate with all BRAC support functions to ensure BETL staff are assisted where needed to function effectively and efficiently.
- Other tasks assigned by the Manager

### **Required Skills / Capacity**

- Minimum 6months experience in administrative role, compliance, HR or procurement support.
- Strong organizational skills with keen attention to detail.
- Proficiency in using office software and computer applications.
- Effective written and verbal communication skills.
- Ability to manage multiple tasks and prioritize responsibilities.
- Collaborative team player with a willingness to learn and adapt.

**EMPLOYMENT TYPE:** *CONTRACTUAL*

**SALARY:** *Negotiable*

**Note:** *This is a Junior/ Entry position*

**How to apply:**

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: [bimcf.tanzania@brac.or.tz](mailto:bimcf.tanzania@brac.or.tz) with a subject "Human Resources and Administration Officer". Please mention the name of the position, in the subject bar.

Only complete applications will be accepted, and shortlisted candidates will be contacted.

*Women are highly encouraged to apply.*

**Application deadline: 29<sup>th</sup> June 2025**

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.**