



## **ECONOMIC AND SOCIAL RESEARCH FOUNDATION**

### **EMPLOYMENT OPPORTUNITY FOR THE POSITION OF**

#### **HUMAN RESOURCE OFFICER**

The Economic and Social Research Foundation (ESRF) is an independent policy research institution based in Tanzania. ESRF was established in 1994 to respond to the growing need for a research think tank with a mandate to conduct research for policy analysis and capacity building. The Foundation's primary objectives are therefore to undertake policy-enhancing research, to strengthen capabilities in policy analysis and decision making, as well as articulate and improve the understanding of policy options in government, the public sector, the donor community, and the growing private sector, and civil society.

The Foundation promotes public understanding of economic and social conditions as well as public policy issues. It carries out policy research, capacity building and promotes dialogue on policy issues by engaging both public and private sector stakeholders through online and offline discussions. For more information visit <http://www.esrf.or.tz>.

ESRF hereby seeks to recruit experienced, competent, self-motivated with moral standing and dynamic Tanzanian for the position of **Human Resource Officer**. He/she will report to the **Head of Finance and Administration**.

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

##### ***Education and Qualification***

- Master's Degree in Human Resource Management, Public Administration, or any other related field
- HR Professional certifications is an added advantage.

##### ***Professional Experience:***

- Extensive demonstrated knowledge and practice in full range of Human Resource services for five (5) years of working experience in a reputable company/organization.
- Experience of working with the research Institutions is an added advantage

##### ***Knowledge and Skills***

- Extensive knowledge of Tanzania labor laws
- Basic knowledge of HR Computer database system
- Excellent interpersonal and communication skills
- Skilled at using Microsoft Word, Excel and Outlook

##### ***Duties and Responsibilities:***

1. Performs a strategic role to the Management, ensuring that human capital issues are integrated into business strategic decision making.

2. Provides professional leadership and coordinates the development and implementation of the Foundation's human capital policies to support the execution of the Foundation Strategic Plan.
3. Manages the human resources services (planning, recruitment, contracts monitoring, performance management, development, reward & recognition, scheme of service, salary scale etc) and processes to ensure that the Foundation has the qualified and motivated human capital required to execute its Strategic Plan.
4. Work with the Management and Departmental Heads to ensure the creation of a workplace that promotes employee performance, health, and wellness to ensure sustainable levels of productivity.
5. Communicates the human capital policies and procedures to employees to ensure clear understanding of the organizational standards that each employee is required to conform to.
6. Promotes proactive and constructive management of employee relations by developing appropriate employee disciplinary and grievances procedures to encourage harmonious relations in the workplace.
7. Maintains a human resource system to ensure that all records are kept safe in line with acceptable norms and standards.

**Salary:** Attractive salary as per the ESRF Salary Scheme.

**How to apply:**

ESRF is an equal opportunity employer. **Send your application online through this link:**

<https://bit.ly/4euo7Rt>

For more details on ESRF, please visit our website, [www.esrf.or.tz](http://www.esrf.or.tz)

**Deadline:**

Applications should reach the Foundation on or before **10<sup>th</sup> October 2024**