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JOB DESCRIPTION

Position title: People & Culture Manager, WWF Tanzania

Reports to: Country Director, WWF Tanzania

Supervises: People & Culture Officer

Location: Dar -Es-Salaam, Tanzania

Grade: B1

Date:

I. Mission of the Department: To ensure WWF Tanzania applies the highest standards in human resources management in order to facilitate the implementation of the Conservation Strategy.

II. Major Functions

- Ensures that human resources in the WWF Tanzania Country Office are managed fairly, effectively and efficiently;
- Provides advice and collaboration as appropriate to TCO staff
- Establishes and implements effective human resources organizational and management structures, policies, and processes; and
- Ensures that TCO legal requirements in human resources are met, and that human resource practices adhere to WWF policies, procedures, and standards.

III. Major Duties and Responsibilities

- Implements the human resources management component of TCO Strategic Plan;
- Ensures that best practice in human resources management is available for and applied to all TCO personnel;
- Ensures that personnel contracts are fair and compliant with both WWF and Tanzania national standards/Labour Laws.
- Ensures the appropriate training and capacity building of personnel;
- Ensures that standard personnel data is stored appropriately, updated in timely fashion, and available as required;
- Ensures effective communication with all staff as appropriate, on human resources matters that affect them;
- Ensure that personnel recruitment, induction, performance appraisals, contract compliance and renewals, and exits are correctly managed;
- Ensure the correct application of WWF Tanzania policies that relate to personnel behaviour and policy compliance;
- Participates in and make recommendations on annual remuneration reviews; responsible for development and maintenance of nation-wide approach to compensation and benefits;

- Responds to queries and requests for information on HR policies, working conditions, performance management systems and crisis management issues;
- Analyses performance management outputs , develops and implements performance improvement and capacity building plans.
- Maintains HR data and statistics and provides regular reports and analysis to the Country Director to facilitate continuous improvement;
- Develops and implements the Occupational Health & Safety Management System including; risk management, incident management, injury management, first aid program and workers compensation and rehabilitation;
- Assists the Country Director with structuring the organization to facilitate delivery of the organization's strategy;
- Liaises and cooperates with WWF Internal auditor on HR related audits and self audits if/as required;
- Supervise (including carrying out regular internal audits) field projects on HR issues
- Works closely with, and seeks support from, the Country Director and the Heads of Departments, and liaises, as appropriate with the Regional Africa Office, WWF International, and other WWF offices; and
- Performs other duties as requested by the Country Director.

IV. Profile

Required Qualifications

- Post university degree in Human Resources Management, Business Management, or other related fields,
- MSc. HRM, MPA will be added advantage
- Membership of a relevant professional body would be a strong asset;
- Proven track record human resources administration and management;
- At least 5 years professional experience in human resources management
- Knowledge of the institutional, legal and policy framework of employment and HR management in Tanzania

Required Skills and Competencies

- Proven skills in administration and management of human resource;
- Demonstrated experience in applying human resources management protocols;
- Excellent inter-personal skills, and a good understanding of human relationships;
- Good guidance, counselling and negotiation skills, at all levels;
- Good team work skills;
- Excellent oral and written communications skills in English; and
- Adherence to WWF's values, which are: Engaging,Optimistic,Determined and Knowledgeable

Supervisory Responsibilities

The People & Culture Manager is responsible for the supervision and management of human resource matters for all WWF Tanzania staff, and for the supervision of the Human Resource Department team. Direct day-to-day supervision will be exercised over such personnel as assigned to the People & Culture team. The People & Culture Manager will involve himself/herself as appropriate in the hiring, development, and evaluation of all TCO staff.

V. Working Relationships

Internal: Interacts with the Country Director, Heads of Departments, all TCO staff teams on a daily basis, and as required coordinates and interacts with various project teams, and WWF Regional Africa HR team, WWF International, and other WWF Network staff.

External: Interacts with national governmental institutions, non-governmental organisations, donors, and other stakeholders, in collaboration with the WWF Tanzania Country Director.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.