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JOB DESCRIPTION

Position title: People & Culture Officer, WWF Tanzania
Reports to: People & Culture Manager, WWF Tanzania
Supervises: None
Grade: A3
Effective date: April 2020

Mission of the Department

To ensure WWF Tanzania Country Office applies the highest standards in human resources management in order to facilitate the implementation of its Conservation Strategy.

Major Department Functions

- Ensures the implementation of human resources policies in the WWF Tanzania Country Office.
- Provides clarification on Human Resources policies and procedures as appropriate to WWF personnel
- Establishes and implements effective human resources organizational and management structures, policies, and processes; and
- Ensures that WWF Tanzania legal requirements in human resources are met, and that human resource practices adhere to WWF Policies, Procedures, and standards.

Major P&C Officer Duties and Responsibilities

- Assist in ensuring that personnel contracts are fair and compliant with both WWF Standards and Tanzania Employment and Labour Relations Act 2004;
- Assist in ensuring that personnel recruitment, induction, performance appraisals, contract compliance and renewals, and exits are correctly managed
- Assist the implements the human resources management component of the WWF TCO Country Action Plan:
- Assisting in ensuring that best practice in human resources management is available for and applied to all WWF Tanzania personnel;
- Ensure that personnel recruitment, induction, performance appraisals, contract compliance and renewals, and exits are correctly managed
- Assisting the proper implementation of personnel financial compensation and benefits through payroll ;
- Ensures the implementation of training and capacity building of all staff;
- Ensures standard personnel records of staff are appropriately kept and stored, updated in timely manner and available as required;

- Assist in ensuring the correct application of WWF Tanzania policies and procedures that relate to personnel behavior and policy compliance;
- Ensure Health and Safety Policy are Implemented as well as adherence to all occupational standards ;
- Helping the People & Culture Manager in his day to day activities, like in examining employee performance through their records to determine specific areas in which employees could improve their skills while on the job.
- Helps the People & Culture Manager in drawing up succession plans, and makes use of his/her knowledge of the organization's future needs to create new career paths for employees that show traits of determination and growth.
- Assist in making sure that the relationship between employees and employers is always cordial. S/He achieves this by contributing in one way or the other to the designing of effective strategies that strengthen employee relations.
- Ensuring that WWF TCO staff does work in an environment that is safe and free from all forms of discrimination or harassment.
- Preparation of Weekly, monthly and Quarterly People & Culture reports and the preparation of presentations for managers in a need basis.
- Works closely with and seeks support from, the People & Culture Manager and the Heads of Departments/Programmes, and liaises, as appropriate with the ROA, WWF International and other WWF offices; on matters of Human resources in consultation with P&C Manager and
- Performs any other duties as may be requested by the People & Culture Manager

Profile:

Required Qualifications

- University degree in Human Resources Management, Public Administration or other related fields
- Post-graduate diploma in Human Resources Management;
- Membership of a relevant professional body would be a strong asset;
- Proven track record in human resources administration and management
- At least 3 years of professional experience in Human Resources Management;
- Experience working in International NGO will be a strong asset.
- Knowledge of the institutional, legal and policy framework of employment and HR management in Tanzania.

Required Skills and Competencies:

- Demonstrated experience in application and administration of human resources management protocols;
- Excellent inter-personal skills, and a sympathetic understanding of human relationships;
- Good guidance, counseling and negotiation skills at all levels.
- Good teamwork skills;
- Excellent oral and written communication in English and Kiswahili;
- Adherence to WWF's values, which are: Engaging, Optimistic, Determined and Knowledgeable.

Working Relationships:

Internal: Interacts with the P&C Manager, Head of Departments, and all WWF Tanzania staff on a daily basis, and as required coordinates and interacts with the project teams, species teams, and WWF ROA, and other WWF Network staff.

External: Interacts with national governmental institutions, non-governmental organizations, academic institutions, specialists/consultants and other stakeholders in collaboration with the TCO People & Culture Manager.

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.

Prepared by Date:.....
People & Culture Manager

Approved by Date:
Country Director

Accepted by Staff member: Date: