

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Human Resource Officer (Intern) – 1 post  
**Reports To:** Senior HR and Administration Manager  
**Work Station:** Dar es Salaam  
**Apply By:** October 17, 2024

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

**Ifakara Health Institute** seeks a qualified and experienced **Human Resource Officer Intern**. The Human Resource Officer Intern will provide HR support/service to staff, this will include but not be limited to recruitment processes, leave and timesheets management, health insurance, etc.

### Duties and Responsibilities

#### 1. Maintenance of the staff database:

- Ensure that regular updates are being done to the temporary, collaborators, Interns, and Volunteer database.
- Custodian of staff personnel files makes sure that all necessary documents are filed in the respective files.

#### 2. HR support:

- Liaise with unit leaders and grants office before issuing temporary, collaborator, Intern, and volunteer contracts.
- Prepare staff contracts and ensure timely signing of the contract and filling/upload of the same in employees' files/system.
- Organize and prepare for the recruitment of staff, advertisement, shortlisting, placement, and induction of new staff.
- Prepare and Submit a list of new staff to the Higher Education Students Loan Board monthly
- Assist the unit by responding to staff inquiries, regarding HR policies, employee benefits and other HR-related matters.
- Review timesheet reports and make follow-ups to staff.

#### 3. Responsible for the staff welfare:

- Ensure new staff have medical insurance cards.
- Process the Maafa fund for staff in case of death and ensure that new employees are aware of the Maafa fund.

#### 4. Perform any other job-related duties that may be assigned by supervisor.

#### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232625164

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

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### Qualification and Experience

- A degree in Human Resources, Business Administration, or a related field.

### Skills and Competencies

- Excellent administrative and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently as well as part of a team.
- Willingness to learn and adapt in a fast-paced environment.
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Thursday, October 17<sup>th</sup> 2024**. All e-mail application subject lines should include: **HUMAN RESOURCE OFFICER – INTERN. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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