

Nafasi ya Kazi Head of Human Resource and Training at BRAC April 2025

[\(Kwa matangazo ya Ajira tembelea Kisiwa24 Blog\)](#)

Head of Human Resource and Training

BRAC Tanzania

BRAC International is Hiring! Join BRAC International to create opportunities for people to realise their potential.

Position: Head of Human Resource and Training, BRAC Maendeleo Tanzania

Job Location: Dar es Salaam, Tanzania

About the Role:

The Head of HR and Training is responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organisation, specifically in the areas of succession planning, talent management, change management, organisational and performance management, training and development, and compensation. HHR provides strategic leadership by articulating HR needs and plans to the executive management team and shareholders.

Key Responsibilities:

Lead the development and implementation of high-quality Human Resource department strategic plan and ASP relevant to the local context and the organisational priorities.

Maintains organisation staff by establishing recruiting, testing, interviewing, orientation, deployment and capacity development program; guiding managers on candidate selection; conducting and analyzing exit interviews; recommending changes.

Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.

Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.

Prepare and submit standard monthly, quarterly and annual reports and other supporting documents to the supervisor and relevant partners.

Maintains employee benefits programs and informs employees of benefits by studying and assessing the benefit needs and trends; recommending benefit programs to management.

Ensure legal compliance by monitoring and implementing applicable human resources by conducting investigations, maintaining records and representing the organisation at hearings.

Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.

The incumbent in charge of the HR team in terms of recruitment, supervision, annual performance appraisal and capacity development.

Uphold the BRAC vision, mission, core values and policies including an effective .

Implementing functional HRMS, Payroll system and internal databases across all departments and locations.

Conduct ongoing analysis of the organisation, monitoring and interpreting trends and key HR metrics

Capability building – the development of people and processes to ensure the delivery of HR services across the country and ensure greater employee engagement, motivation, and productivity.

Provide HR leadership; collaborate with the management team to design and implement Strategies to support organisational growth and culture.

Safeguarding responsibilities:

Establish a safeguarding culture by implementing the safeguarding policies, taking programme decisions with the do-no-harm principle, mitigating safeguarding risks and maintaining a safe working environment where staff feel encouraged to voice concerns without fear of retaliation.

Introduce a mandatory safeguarding agenda in monthly meetings for continuous dialogue & reminders as part of creating a safeguarding culture. Report safeguarding incidents witnessed or experiences to the Safeguarding department. For known cases, maintain neutrality, be sensitive and non-judgemental to victims/survivors, and cooperate with organisational investigations providing accurate information as needed.

Academic Qualifications:

Bachelor's degree in a related field or Human Resource Management
Master's degree in human resource management/ business administration/
Organisation Psychology/ related field or professional HR qualifications is an added advantage.

Required Skills, Competencies & Knowledge:

Strategic thinking and planning: As the leader of the HR department, the Head of HR must have the ability to think strategically and develop long-term plans that align with the organisation's goals.

Leadership and management: The Head of HR must have strong leadership and management skills to effectively lead and manage the HR team and develop a positive organisational culture.

Communication and interpersonal skills: The Head of HR must have excellent communication and interpersonal skills to build relationships with internal and external stakeholders, and effectively communicate HR policies and procedures to employees.

Change management: The Head of HR must have the ability to manage change effectively, especially during periods of organisational change, and

ensure that employees are effectively supported through the transition.

Legal and compliance knowledge: The Head of HR must have a strong understanding of employment laws and regulations to ensure the organisation is in compliance with all legal requirements.

Business acumen: The Head of HR must have a good understanding of the organisation's business objectives and financial goals to align HR strategies with these goals.

Analytical and problem-solving skills: The Head of HR must be able to analyze data and information to identify HR trends and issues, and develop solutions to address them.

Emotional intelligence: The Head of HR must have a high level of emotional intelligence to effectively manage employee relations, resolve conflicts, and maintain positive relationships with employees and stakeholders.

Ability to work in a multi-ethnic and multicultural environment

Ability to prioritize tasks and delegate them when appropriate.

Proficiency with or the ability to quickly learn the organisation's HRIS and talent management systems.

Experience Requirements:

Minimum of 7 years of experience in HR leadership roles, with a proven track record of success in a large, complex organisation. INGO experience is preferred

Demonstrated knowledge of HR best practices, laws, and regulations.

Strong leadership and management skills, with the ability to motivate and develop a high-performing team.

Excellent communication and interpersonal skills, with the ability to build strong relationships and influence others.

Strong problem-solving and analytical skills, with the ability to identify issues and develop and implement effective solutions.

Ability to work independently, manage multiple priorities, and deliver results in a fast-paced and dynamic environment.

Strong business acumen, with the ability to understand and align HR strategies with overall business objectives.

Demonstrated experience in developing and implementing talent management, compensation and benefits, employee relations, and training and development programs.

Ability to work effectively with all levels of employees, from front-line staff to senior management.

Employment type: Contractual

Salary: Negotiable

About BRAC International:

BRAC International (BI), a leading non-profit organisation, is on a mission to empower people and communities facing poverty, illiteracy, disease, and social injustice. Our vision is to create a world free from exploitation and discrimination, where everyone has the opportunity to realize their potential.

We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs), reaching over 100 million people. We started our first international operation by venturing into Afghanistan in 2002, building on lessons from our work in Bangladesh to support a nation devastated by war. Currently operating in 16 countries across Asia and Africa. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit (www.bracinternational.org.com) If you feel you are the right match for the above-mentioned position, please follow the application process to grab your dream opportunity!

External candidates are recommended to email their Resume with a cover letter and any supporting documents to recruitment.bi@brac.net mentioning a brief academic background, career summary, core competence, professional certifications (if any) etc. within 250 words.

Internal candidates are recommended to apply with their latest Resume including all job assignments in detail and a cover letter mentioning core competence and career aspiration with BRAC PIN and email to internal.bi@brac.net copying their immediate reporting manager.

Please mention the name of the position and AD# BI # 26/25 in the subject bar.

Application deadline: 15 May 2025

BRAC is committed to safeguarding children, young people and 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 policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.

“BRAC International is an equal opportunities employer”