



## **WORLD FOOD PROGRAMME – Dar Es Salaam, Tanzania**

**Position Title** : **Human Resources Officer**  
**Grade** : **NOA (Fixed Term)**  
**Duty Station** : **Dar Es Salaam Country Office, Tanzania**  
**Salary** : **Min TZS 5434 250 per month**

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide.

The WFP Tanzania Country office, based in DarEs Salaam, is looking for a suitably qualified candidate to fill the post of Human Resources Officer.

### **Background**

As the largest humanitarian agency fighting hunger worldwide, the United Nations World Food Programme's (WFP) core mandate and strengths centre around three priorities: saving lives in emergency situations; improving the nutrition and quality of life of the most vulnerable people; and helping to build assets and promote the self-reliance of poor people and communities. With the adoption of the Sustainable Development Goals (SDG), WFP is positioning itself to align and contribute to the 2nd Goal: to end hunger, achieve food security and improved nutrition and promote sustainable agriculture.

### **Job context and supervision**

The Human Resources position is the Head of HR in the Country Office (CO), reporting to the Country Director. The incumbent will be responsible for providing HR leadership in assisting the CO to implement HR strategies in line with the Country Strategic Plan as well as Annual Performance Plan, partnering with both internal and external stakeholders in ensuring that the Tanzania CO reaches its planned objectives. Responsibilities include:

- Make WFP relevant by attracting/identifying/pre-selecting talents; support recruitment of national/local staff and deliver onboarding activities to ensure new employees have a positive experience of WFP, and are successfully integrated into their new role and the organization; develop and retain a high calibre workforce to deliver business strategy;
- Build talent within WFP, work with managers to understand their needs; capacitate staff by assessing training needs with Heads of Units and organise appropriate training, develop training programmes and contribute to design of corporate learning management systems; organize development solutions which equip people with the skills and knowledge required to meet current and future challenges;
- Implement HR operational activities or projects that are aligned to business needs, following standard processes and ensuring alignment with wider WFP policies, the People's Strategy, 2016 HR Strategy, Zero Hunger initiatives;
- Respond to queries from managers and staff, understanding their issues and ensuring policies, procedures, processes, systems and tools are available and correctly applied to support them;

- Contribute to the effective management of the employment relationship between WFP and its staff, by administering conditions of service, contracts and appropriate entitlements;
- Prepare job classifications, support staffing structure reviews, advocate and support changes in policies, procedures, practices and reviews; support organizational design activities that enable senior management to define and organize structures and jobs, and allocate people to the right places in order to improve efficiency; support in/out country rotation initiatives;
- Maintain and action payroll to meet expectations of staff; carry out all HR administrative transactions including preparation of personnel actions; maintain staffing tables and organograms; determine, administer and provide advice on salary and related benefits, allowances and incentives;
- Provide advice to staff and managers and monitor compliance to performance management processes and deadlines; provide coaching and support staff to build new competencies; be a strategic player and ensure implementation of development plans for staff;
- Collate data and contribute to preparation of accurate and timely reporting, supporting a WFP wide view of HR activities that enables informed decision-making and consistent information for stakeholders;
- Conduct straight forward data analysis, in order to support others on projects or contribute to process efficiencies and improvements; be a strategic and ensure integration of HR practices during project designing, working closely with other stake holders;
- Lead and develop the HR team

## **QUALIFICATIONS**

### **Education:**

Advanced University degree in one or more of the following disciplines: HR Management, Public or Business Administration, Industrial Psychology or other related fields, or First University degree with additional two years of related professional work experience or training/courses.

### **Experience**

At least 3 years post graduate professional experience within the field of Human Resources; strong organization development and change management experience; ability to work and deliver results within a highly complex organizational environment (i.e. with diverse team, matrix structure, highly evolving operational context);

### **Knowledge and skills**

Expert ability to assess, develop, recruit, retain and coach high calibre people; Knowledge of talent management solutions; deep business acumen; strategic thinker with strong partnerships, negotiation and analytical skills to influence senior management level.

### **Language**

Proficiency in writing and verbal communication in English. Working knowledge in another UN Language is desirable

## **CLOSING DATE: 29 August 2016**

Interested individuals meeting the above qualifications are requested to submit a cover letter together with a detailed curriculum vitae and/or a United Nations Personal History Form (P.11), via email to: [HR.Johannesburg@wfp.org](mailto:HR.Johannesburg@wfp.org) quoting the reference: **TA001/2016** Please note that no other documents will be reviewed at this stage.

***Applicant must be a Tanzanian national.***