



Position Title: Human Resources Assistant (1 position)

Reports to: Human Resources Officer

Employment Type: Full-time

Job Location: Dar es Salaam

Travel: Up to 10% in intervention districts outside of job location

Overall Job Function:

The Human Resources Assistant reports to the Human Resource Officer and is involved with HR programs and services including onboarding of staff and ensuring all pertinent HR information is timely collected, processed and updated.

Specific Responsibilities and Duties:

- Assist with on boarding of employees to the organization by conducting orientation in collaboration with the HR Team; this includes ensuring biodata, employee records forms, UNIs, ID cards, airtime and other working tools are provided.
- Maintain employee information, entering and updating employment and status-change data, ensuring all employee records are kept on file and updated at all times.
- Coordinate collection and recording of timesheets for all ICAP employees.
- Assist with recording of all types of leave and updating of leave tracking system.
- Assist in preparation and coordination of HR related in-house training.
- Assist with follow up on all HR related payments and receipts including those associated with pension matters (NSSF, PSSF) and health insurance.
- Assist with coordination of exit clearances and handover of ICAP equipment from exiting staff.
- Assist with coordination of staff social welfare issues/functions in collaboration with other appointed ICAP staff members.
- Assist with collecting overtime and recording them ready for review by HR Officer.
- Assist with collecting intern information and preparing their allowances and other payments ready for review.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree in human resources management or related field
- **Required Experience:** Minimum 2 years' work experience in HR
- Knowledge in labor laws and HR principles will be an added advantage.
- Ability to contain confidential information and work with highest level of integrity.
- Well-developed verbal, written communication and presentation skills.
- Excellent interpersonal and organizational skills.
- Excellent computer skills, at minimum with Microsoft Office package.

To apply please visit: <https://icapacity.icap.columbia.edu/en-us/listing>