



CHRISTIAN COUNCIL OF TANZANIA

JOB ADVERTISEMENT

Job Title: HUMAN RESOURCE OFFICER (HRO)

Location: CCT Dodoma

Reports to: Director of Administration and Human Resources (DAHR)

Position Type: Full-time

Location: Dodoma

Employment Type: Contract for 3-years, renewable based on performance

Job Overview

The Christian Council of Tanzania (CCT) is a faith-based organization (FBO) committed to realizing the full potential of the member churches and organizations to improve the wellbeing of the Tanzanian citizens, spiritually, economically, socially, culturally and politically. The Council is now seeking for a competent, dynamic individual with knowledge /technical understanding of Human Resource Management to fill in the position. The HRO will be responsible for all human resources issues as outlined below.

Specific responsibilities and duties:

The Human Resources officer will assist the human resource administration of the day-to-day operations of the Council. He or she is expected to carry out responsibilities on the employee recruitments, relations, benefits, compensation, training and development specifically: -

- To assist on provision of timely advice for staff recruitment and selection.
- To keep proper staff records as required by law and CCT as an organization.
- To advise on necessary staff actions as required by law including staff terms and conditions of service and termination procedures.
- To ensure proper administration of the staff salaries and benefits packages.
- To organize and implement all staff appraisals as required
- To formulate appropriate standards and procedures to implement approved personnel policies.
- To keep track of all Management records.
- To facilitate Human Resource Development
- To handle such other related functions as may arise from time to time and as may be directed by the DAHR and leadership

Qualifications and Skills

The holder of this position must have the following:

- Holder of a degree in Human Resources Management. Master's Degree in related field is an added advantage with at least 5 years of relevant professional experience in similar position.
- Knowledge/Skills and experience on Payroll Administration
- High degree of flexibility, able to adapt to changing circumstances and situations and respond accordingly.
- Excellent organizational skills and adherence to protocols.
- Strong interpersonal, written and verbal communication skills, with good command of English and Kiswahili.
- Strong computer skills especially MS Word, Excel and outlook/email system/calendar.
- Should have team working spirit, excellent time management skills, flexible and ability to multi-task.
- Highly trustworthy and ability to maintain confidentiality is required
- High level of acceptance by churches and church-related actors of various confessions.

General Conditions

The applicant must be a devoted Christian from CCT member Churches and must have his/her application endorsed by a Bishop or Church Leader, enclosed with copies of certificates and an up-to-date CV; with names and addresses of two referees.

How to apply:

Applicants should send their application letter and CV via address and email below: -

General Secretary,
Christian Council of Tanzania (CCT),
P. O. BOX 1454,
DODOMA.

Email: gs@cct.or.tz and ahr@cct.or.tz

Deadline for sending application is **4th July, 2024.**

Only short-listed applicants will be contacted. CCT is an equal opportunity employer; women are encouraged to apply.