

**Job Title: HR & Admin Officer, DKT Tanzania**  
**Based in: Dar es Salaam, Tanzania**

**About DKT International**

DKT International is a social marketing organization whose core mission is the provision of safe and affordable options for family planning and HIV/AIDS prevention. DKT International is one of the largest private providers of family planning and reproductive health products in the developing world, with a presence in over 50 countries. DKT is an innovative social enterprise constantly seeking new ways to meet consumer and healthcare provider needs for family planning and reproductive health products and services.

Since DKT International started operations in Tanzania in 2014, it has grown to be one of the leading private providers of contraceptive and reproductive health products across the region through its brands of condoms (Kiss, Bull, Fiesta), Trust Contraceptives, and Kare reproductive health products among others. DKT is a dynamic, entrepreneurial and health-minded organization where individuals can make a difference in improving the lives of people.

**Position Summary:**

The HR & Administrative Officer will be a key member of the DKT Tanzania team and will be responsible for working with DKT East Africa's Regional HR Manager and DKT Tanzania's Chief Operating Officer. This position will support HR and administrative matters to ensure a high performing team and efficient operations. The HR & Admin Officer will be responsible for ensuring compliance with human resource policies and procedures, supporting talent acquisition and development, managing HQ office administration, coordinating travel, and other administrative duties to ensure high functioning operations in DKT Tanzania.

**Key Accountabilities/Responsibilities:**

**1. Recruitment**

- Responsible for coordinating the recruitment cycle from preparing job descriptions, circulating opportunities, updating applications, scheduling interviews, participating in interviews for some selected positions, and conducting background checks on potential candidates.
- Ensure timely renewal/issuance of contracts upon expiry or after probation period and communicate if not renewed as per policy.

**2. Onboarding & Induction**

- Responsible for planning and ensuring systematic induction for all new employees.

**3. Payroll, Leave & Time & Attendance Management**

- Timely update and provide changes on payroll (New staff/ staff leaving /etc).
- Ensure all staff apply leave on the online portal and records are up to date.
- Track leave database, eligibility, availed and closing balances at the end of the year.
- Keep track of employee attendance register through the biometric system by regularly sharing the attendance records to management.
- Keep track of leave schedule and ensure all staff adhere to the leave policy (leave applied on online portal).

#### **4. Employee Data**

- Maintain the employee database and HR physical files such as employee files, contract files.
- Ensure 100% compliance with company and legal requirements as it relates to employee engagement.

#### **5. Performance Management**

- Track probation reviews with timelines and ensure outcomes are communicated formally with records kept in file.
- Communicate the process of annual/midyear appraisals, and share the consolidated outcome in specified formats.

#### **6. Employee Separation**

- Conduct exit interviews and share with Regional HR & Admin Manager.
- Follow up on clearance certificate and ensure final settlement is done within standard agreed timeline.

#### **7. Employee Engagement**

- Coordinate and manage employee engagement activities on regular basis.
- Collaborate with the relevant managers on programs/activities that will maximize employee engagement & satisfaction.

#### **8. Disciplinary & Employee grievances**

- Act as the main contact between employee & Manager in handling employee disciplinary and/or grievances issues in coordination with Regional HR Manager.
- Participate in disciplinary investigations and associated hearings.
- Prepare and submit all legal warning letters, non-renewal letter etc. where needed and make sure records are maintained.
- Ensure adherence and compliant to the Employment Laws of Tanzania.

#### **9. DKT Policies & Other Legal Requirements**

- Provide relevant DKT Policies and procedures to the staff and ensure all staff are aware/inducted on the policies.
- Act as key contact for all legal related issues (Government, local authorities etc.).

#### **10. Administrative Support and Office Management**

- Ensure all Contracts, Leases and other official documents are in safe custody and updated/renewed as required.
- Coordinate and act as the main contact person with the Travel agency in the booking of hotels, meeting venues, accommodation etc. for staff whenever required.
- Ensure the office is well maintained and office supplies, Stationery, Sundries are available at all times and replenished accordingly.
- Manage cleaning/office assistant and office drivers, including schedule and vehicle policies and procedures.
- Any other duties that maybe assigned by Supervisor and/or Management

#### **Education, Experience and Skills:**

- Minimum 5 years of progressive Human Resource & Administration experience
- Experience in a sales-oriented company or organization preferred.
- Minimum qualification: bachelor's degree in Human Resource or related discipline from an accredited institution

- Strong command of MS Office
- Strong interpersonal and communication skills

**Key Qualities and Characteristics:**

- A strong sense of ethics, honesty, and integrity
- Enthusiasm and “can do” attitude, solution-oriented, and self-driven with the ability to work under minimal supervision
- Excellent attention to detail
- Ability to work in teams and bring together diverse groups of stakeholders

Interested candidates should submit a Resume, Cover Letter, and at least three professional references with email title of “HR & Admin Officer, DKT Tanzania” to [hr@dkthealthcare.org](mailto:hr@dkthealthcare.org). The closing deadline for applications is 11<sup>th</sup> August 2023.