



**JOIN OUR FIGHT
FOR CHILDREN AT RISK
ON THE STREETS**

HUMAN RESOURCES OFFICER
RECRUITMENT PACK

RAILWAY
children
Fighting for street children



WE BELIEVE IN A WORLD WHERE NO CHILD HAS TO LIVE ON THE STREETS

At Railway Children, we fight for vulnerable children who live alone and at risk on the streets, where they face abuse and exploitation. They run away or are forced to leave homes where they suffer poverty, violence, abuse and neglect.

They find themselves living on the streets because they have nowhere else to go and nobody to turn to.

Every day we fight to change their story.

OVER 10,000 CHILDREN SURVIVE ON THE STREETS OF TANZANIA

We work in East Africa, where children alone on the streets are frequently regarded by society as a nuisance that must be tolerated - a 'problem' rather than vulnerable children who desperately need help and support. Many are treated as criminals and locked up with adults, where they are subjected to further violence and sexual abuse.

Our pioneering work enables us to get to children before the streets get to them.



WE KEEP CHILDREN OFF THE STREETS FOR GOOD

WE DO THIS IN THREE WAYS

ON THE STREETS

We race to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.

IN COMMUNITIES

We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.

WITH GOVERNMENTS

If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.



WE WILL NEVER STOP FIGHTING FOR STREET CHILDREN. WILL YOU?

At Railway Children, we see ourselves as warriors, united in changing the long-term future for children living alone and at risk on the streets.

Our passion and values underpin everything we do. They unite us and provide the energy and optimism that drives us to work harder and harder for the children and young people we are privileged to help.

If you share our passion and our values, the chances are, you'll fit right in.

Effectiveness

Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation

We think outside the box, and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We lead rather than follow and constantly push ourselves to deliver sector leading work.

Bravery

We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & integrity

We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Sound like you? Then read on...



THE ROLE

HUMAN RESOURCES OFFICER

Salary: Competitive

Location: Mwanza or Dar Es Salaam

Reporting to: Finance & Operations Manager

JOB PURPOSE

To develop, advise on and implement a range of HR policies that ensure the effective recruitment and retention of staff within Railway Children Africa (RCA).

To provide advice with regards to legal compliance in relation to HR and provide administrative HR support in the organization.

KEY RESPONSIBILITIES

Work closely with line managers to advise on the implementation of HR policies and procedures.

Ensure that RCA has effective recruitment and selection policies and processes, including:

- The drafting of job descriptions;
- Preparing job adverts;
- Shortlisting applications;
- Making arrangements for interviews and associated correspondence with applicants;
- Following up references of potential candidates;
- Participating in Interviews and selecting candidates.

Prepare offer letters and employment contracts for new employees.

Develop local induction procedures for new employees and ensure that these are implemented.

Ensure staff handbook is kept up to date with any changes in labour law or internal policy changes and update staff and management on those changes.

Develop and implement local HR policies and processes to ensure effective employment of staff.

Provide guidance on termination of employees which is in conformity with applicable laws (Employment and Labour Relations Act 2004).

Administer payroll and ensure staff have been paid on time.

File all payroll related statutory returns on time to relevant authorities such as pensions schemes and WCF.

Ensure that individual personnel files are well maintained and all appropriate HR records are kept in line with local regulations.

Monitor employees' attendance including absenteeism and leave and act accordingly by putting tracking mechanisms in place.

Assist with any disciplinary or grievance procedures as directed by the Country Director by preparing Charge sheets, disciplinary minutes, managing appeals and advising management accordingly.

Assist with the identification of training needs and source appropriate training solutions where necessary.

Manage staff exits, ensuring exit interviews are undertaken and share quarterly staff exit reports tracking the reasons for resignations.

Process work permits and resident permits for RCA International staff.

Monitor timely submission of NGO returns, company returns, Immigrations returns and WCF.

Monitor compliance with the RCA safety policy, advising management of any action needed.

Ensure each staff medical covers and other insurances are updated and as per RCA staff medical and Insurance policy.

Follow up on staff medical/insurance, WCF and other claims whenever necessary and required.

Assist in travel logistics arrangements for RCA staff travelling to various places for work and ensure they are safe.

Establish an create annual calendar of events, share with the team and monitor adherence.

PERSON SPECIFICATION

EXPERIENCE

- At least two years' experience of working in a generalist HR environment.
- Experience of managing recruitment processes.
- Experience of advising and supporting managers in all aspects of HR.
- Experience of managing disciplinary processes.
- Experience of keeping employee-related records and filing relevant returns in compliance with local legislation.

EDUCATION

- A degree in a relevant field/HR qualification or equivalent experience.

KNOWLEDGE AND SKILLS

- Thorough understanding and practical knowledge of local labour law and HR best practice.
- Ability to analyse information and compile reports for management information.
- Excellent communication (written and spoken), interpersonal and influencing skills with the ability to build strong relationships at all levels in the organisation.
- Good organisation skills with a strong attention to detail.
- Strong numeracy skills.
- Fluency (both written and spoken) in English and Swahili.
- Excellent IT skills including HR databases.

APTITUDE

- Solution-oriented and flexible with the ability to work proactively.
- Ability to build strong team relationships.
- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness in all activities.
- Willingness and ability to travel extensively.

GENERAL DUTIES

- Uphold and work within Railway Children's policies and procedures.
- Actively promote and embody Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.





A GREAT PLACE TO WORK.

Railway Children Africa is an International NGO registered in Tanzania, no. 1563, as an affiliate of our parent company Railway Children UK.

Railway Children has been working in Africa for over 10 years. We continually strive to provide a positive work environment for all our employees.

This is an exciting time to be joining Railway Children Africa.

In the next five years we have exciting plans to upscale our work dramatically.

We will work in more locations than ever before, in Tanzania and across East Africa.

We will recruit more staff.

We will raise more than \$10 million.

And here's the best part, we will transform the lives of more than 12,000 of the region's most vulnerable children.

If you would like to be part of this exciting journey, we'd love to hear from you.



STILL INTERESTED?

HOW TO APPLY...

To apply for this post, please submit a letter outlining how you meet the criteria, including your current salary level and your current curriculum vitae to:

jobs.mwanza@railwaychildren.or.tz

Please ensure you include the job you are applying for in the subject of your email application. Applicants that fail to do this may be misplaced.

Closing date: 10th February 2018

We regret that it is not possible to respond to every applicant and only those selected for interview will be notified.

THANK YOU.