

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



**SENIOR HR 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 found alone and at risk on the streets, and around railways, where they face abuse and exploitation.

They find themselves living on the streets because they've 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 are a leader, not a follower 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

## SENIOR HR OFFICER

**Salary:** Competitive  
**Department:** East Africa  
**Location:** Mwanza/Dar, Tanzania  
**Responsible to:** Finance and Operations Manager

# JOB PURPOSE

The position is expected to guide and manage the overall provisions of human resource services, policies, admin and programmes for RCA. The incumbent will design and lead Human Resource practices and objectives, which enables employee oriented and high-performance culture that emphasizes empowerment, quality, productivity and result orientation. She/he will manage the administrative functions in the organization and the legal compliance aspect. This is part-time employment (not consultancy), and incumbent is expected to work 3 days per week.

# KEY RESPONSIBILITIES

## PERFORMANCE, WELL-BEING AND WORKPLACE RELATIONS:

- Monitor implementation of the RCA Health and safety policy to ensure that RCA provides a safe working environment.
- Work closely with medical insurance providers and act as a focal point to ensure staffs are getting the required services in line with the RCA Medical policy.
- Identify and develop employee wellness schemes including other staff benefits that improve overall staff functioning, security and well-being
- Attend to any formal disciplinary or grievance situations as required, following RCA policy and ensure proper documentation is in place.
- Ensure accurate and timely process in respect of preparation, investigation, attendance at meetings, follow up and ongoing monitoring of grievance issues.
- Keep informed of and interpret employment legislation and ensure all Employees groups are kept up to date with amendments to relevant Employment legislation - minimizing risk to RCA's work.
- Liaise with internal and external stakeholders and line managers on any complex proposed/requested changes to contracts, terms and conditions, etc. balancing legislation with operational and business needs.
- Design and implement annual employee survey and support the Country Director in developing an improvement plan based on the output.
- Consult SMT within the organization to formulate, develop and execute the strategy for creating a high-performance culture.
- Influence and educate employees on performance management philosophy, process, tools and drive the performance management initiatives for the organization.

## EMPLOYEE COMPENSATION AND BENEFITS:

- Working with Compensation and Benefits specialists, provide advice on the management of remuneration for employees, ensuring consistency and transparency, both internally and within the sector and in line with the Remuneration policy.
- Manage the annual salary review process with Employees, ensuring an excellence in advice; and challenging managers on decision making, enabling employees to be recognized and treated fairly.
- Preparation of Monthly payroll through HRMS
- Provide staff with information related to HESLB loans, WCF and NSSFs and ensure they are registered to these schemes whenever applicable and timely.
- Withhold and remit statutory payments timely to relevant authorities.
- Reconcile and remit all annual returns like WCF, SDL and PAYE to relevant authority.
- Administer staff leaves and ensure all staff do take leave as per RCA leave policy and within agreed calendar year.
- Responsible for managing staff data in the RCA HRMS including staff hiring and data updating.

# KEY RESPONSIBILITIES

## ADMINISTRATION AND LEGAL COMPLIANCE:

- To process work permits and resident permit for RCA International staff and interns/volunteers.
- Monitor timely submission of NGO returns and fees to NGOs Registrar, Immigrations returns, Labour returns and any other returns that government may require.
- Assist employees' administrative issues such as facilitation of introductory letters for Bank issues, Immigration issues and Police issues in a timely manner.
- Orient visitors and new recruits on office procedures, arrangements, and office workplaces.

## 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.



# EXPECTED COMPETENCIES:

## FUNCTIONAL COMPETENCIES:

- Degree/ HR Management, Business Administration, Industrial relations or Law, Masters is desired.
- 5 years of minimum experience in Human Resources.
- Proven experience in HR Analytics, Employee Relations, HR Partnering, People and culture Management and Business Operations.
- Skilled in encouraging healthy employee - relations in the organization, motivating and promoting employee involvement in various learning & development activities.
- Have good understanding and hands on experience on Key HR Verticals; On-boarding, Separations, Analytics, Performance Management, Career Pathing, Compensation, Employee Engagement, Employee Grievances and Disciplinary.
- Experience managing ARUTI HRMS or any other HR information system.
- Proficient in managing end to end support on various HR Processes and Admin that impacting an employee life cycle.

## BEHAVIOURAL COMPETENCIES/ATTITUDE:

- Alignment with core organisational values
- Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies
- A keen Planner, Strategist & Implementer with experience in business HR delivering analytical solutions to business processes.
- Strong analytical skills with hands on experience on database management and Presentation application [Microsoft Power point]
- Strategic Partnering - Effective collaboration with Business Leaders to drive and achieve business goals through efficient and effective use of employee skills and abilities, leveraging enterprise HR programs across geographies, Align HR strategies with Business requirement.





# 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 position, please complete the application form at [www.railwaychildren.org.uk/jobs](http://www.railwaychildren.org.uk/jobs) and return it to [jobs.mwanza@railwaychildren.or.tz](mailto:jobs.mwanza@railwaychildren.or.tz) and include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Closing date: 27th August 2021 at 5pm East African Time.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application. Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

**THANK YOU.**