

Human Resources Manager

Location: Iringa, Tanzania

Organization: Neema Crafts - Diocese of Ruaha

About Neema Crafts

Neema Crafts is a social enterprise employing over 100 people with disabilities across craft workshops, a café, and a shop. Through employment, training, and empowerment, we demonstrate the God-given value and worth of every individual.

We are entering a season of growth and professionalization, moving from a semi-informal family culture to a structured, compliant, and empowering workplace. We seek a pioneering Human Resources Manager to lead this transition and ensure fairness, compliance, and staff wellbeing.

Role Purpose

The HR Manager will design and implement HR systems that balance professionalism with compassion. This role ensures compliance with Tanzanian employment law, strengthens HR processes, supports pastoral care, and bridges communication between leadership and staff, adapting to the unique challenge of working with a 70% deaf workforce.

Key Responsibilities

1. **Strategic HR Leadership:** Provide strategic leadership for the development and implementation of Neema Crafts' HR strategy, policies, and people plans while advising the Leadership Team on workforce planning, employment law, and people-related decisions.
2. **Organisational Development & Change:** Drive organisational development and change initiatives by strengthening HR systems, standardising people practices, promoting digitalisation, and fostering a professional, compliant, and values-driven workplace.
3. **Talent Acquisition & Employee Lifecycle:** Oversee and manage the full employee lifecycle, including workforce planning, recruitment, onboarding, employee development, internal mobility, contract management, and employee exits, ensuring a positive employee experience throughout.
4. **Performance, Learning & Leadership Development:** Develop and strengthen performance management, leadership development, coaching, succession planning, and learning initiatives that build organisational capability and a culture of continuous improvement.
5. **Employee Relations & Staff Wellbeing:** Manage employee relations by leading disciplinary matters, grievances, conflict resolution, employee wellbeing, and the pastoral support team, while promoting fair, respectful, and legally compliant employment practices.

6. **HR Operations, Compliance & Safeguarding:** Ensure effective HR operations by maintaining robust HR systems, accurate employee records, statutory compliance, safeguarding standards, workplace health and safety, and sound HR governance.
7. **Culture, Communication & Employee Engagement:** Champion Neema Crafts' organisational culture by strengthening employee engagement, facilitating effective communication, promoting organisational values, and fostering meaningful dialogue between leadership and employees.
8. **Compensation and Benefits:** Advise leadership on compensation, benefits, job evaluation, and reward practices to support fair, competitive, and sustainable people management.

Core Competencies & Values

- Integrity, honesty, and confidentiality.
- Strong leadership and resilience in managing change.
- Excellent communication in English, Kiswahili, and willingness to learn Tanzanian Sign Language.
- Proactive in working independently
- Problem-solving, project management, and attention to detail.

Qualifications & Experience

- Bachelor's or Master's degree in HR or related field.
- Minimum of five (5) years' progressive Human Resources experience, including at least three (3) years in a management or advisory role.
- Demonstrated experience across the full employee lifecycle, including recruitment, performance management, employee relations, learning and development, and HR compliance.
- Sound knowledge of Tanzanian labour laws and employment practices.
- Experience supporting organisational change, leadership development, or organisational development initiatives is desirable.
- Experience working within the NGO, social enterprise, faith-based, or disability inclusion sector is an added advantage.

What We Offer

- Neema Crafts is committed to offering fair and reasonable remuneration. The successful candidate's starting salary will be determined based on the responsibilities of the role, relevant experience and demonstrated capability.
- Opportunity to pioneer HR systems in a growing social enterprise and leave a legacy.
- A role that combines professional impact with meaningful social mission.
- Access to various staff benefits including medical cover, training opportunities, cooked lunches, staff-discounts and an employee loan scheme.

Application

To apply, please email your CV and cover letter to info@neemacrafts.com by 15/09/2026.

As part of our commitment to safeguarding and responsible recruitment, successful applicants will undergo appropriate pre-employment checks, including reference and safeguarding checks where applicable.