



# Tanzanian Training Centre for International Health, Ifakara

## VACANCY ANNOUNCEMENT

### POSITION SUMMARY

**Position Title:** Human Resource Manager (1 post)

**Work Station:** Ifakara

**Application Deadline:** 5<sup>th</sup> January 2026

### INSTITUTION OVERVIEW

The Tanzanian Training Centre for International Health (TTCIH) is a Health Training Institution established in 2006 under a Public Private Partnership (PPP) between the Ministry of Health, (MoH), the Novartis International AG and the Swiss Tropical and Public Health Institute (Swiss TPH). TTCIH aims at supporting the Tanzanian government's national health reform policy for strengthening human resource development, through providing quality health training, facilities and services. TTCIH provides a range of courses in health at national and international arena. The Institution is based in Ifakara Town Council, Tanzania.

### KEY RESPONSIBILITIES

- Lead the recruitment, selection, and onboarding of staff.
- Develop and implement human resource (HR) policies and performance management systems.
- Oversee staff welfare, labour relations, and conflict resolution.
- Manage staff records, contracts, leave, and statutory compliance.
- Coordinate staff development, training, and appraisal processes.
- Support strategic planning and institutional development.
- Manage escalated student disciplinary cases and grievances.
- Chair staff and student welfare and disciplinary committees.

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in human resource management, education, business administration, or related field.
- Professional HR certification (preferred).
- At least 3–5 years of experience in HR or institutional management.
- Experience working in an educational environment is an added advantage.
- Strong leadership, communication, and conflict-resolution skills.
- High ethical standards and ability to handle confidential information.



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- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and strong overall computer literacy.
- Fluency in spoken and written English is essential.

### REMUNERATION

An attractive and competitive remuneration package will be offered to the successful candidate in accordance with the TTCIH salary scale.

### MODE OF APPLICATION

All candidates who meet the above requirements are invited to submit their application letters, along with their detailed curriculum vitae (CVs), copies of relevant academic and professional certificates, and contact information for three referees to the email address provided below.

**Executive Director,**  
Tanzanian Training Centre for International Health,  
P. O. Box 39, Ifakara, Morogoro, Tanzania.  
Email: [info@ttcih.ac.tz](mailto:info@ttcih.ac.tz)

**Disclaimer:** TTCIH does **not charge any fee** at any stage of the application, processing, training, interview, testing or recruitment process. Any fraudulent notices, letters or offers should be reported to the TTCIH fraud hotline at: [info@ttcih.ac.tz](mailto:info@ttcih.ac.tz).

**Application Deadline:** All applications must be submitted by **17.00hrs on Monday, 5<sup>th</sup> January 2026.**

**Email Subject Line:** All email applications must include the following subject line: **Human Resource Manager.**

For more information about TTCIH please visit our website: [www.ttcih.ac.tz](http://www.ttcih.ac.tz).

***Only shortlisted candidates will be contacted for an interview.***