

Sahara Sparks (T) Limited
P. O. Box 110199
Plot No. KIN/KNM/4
Kawawa Road,
Kinondoni Mjini, Kinondoni
Dar es Salaam Tanzania
+255 713 22 1946



Call For Expression Of Interest (Eoi)

Sahara Ventures is a group of company composed of Sahara Sparks and Sahara Consult. Sahara Ventures focuses on management of projects that creates impact to the community. The company is currently involved in multiple projects including; Data Zetu Project, Amua Accelerator, Hatua Project and Mawazo Challenge. The company also organizes corporate events, meetup sessions, training and seminars through its wing Sahara Sparks Event (T) Limited.

Sahara Ventures helps development organizations simplify their management tasks; projects, events and human resource so that they can free up money, time and resources to invest in their core business. We do this by providing a disciplined, organized and determined team of expert individuals with experience in managing for impact projects.

Sahara Ventures is looking to hire a part time HR consultant (a company or individual) to help the company on the general HR issues and HR issues related to the projects.

Task Title	<i>Human Resource Consultancy</i>
Reports to	<i>Chief Operations Officer and Finance and Administration Officer</i>

Task Purpose.

The overall purpose of the role is to;

1. Review The Existing Sahara Ventures HR Policies and Develop a New One.
2. Helping To Set Up The HR Department For Upcoming Projects.
3. Helping To Align Sahara Ventures Policies With Respect To The Needs of Our Clients and Country Laws.

Duties and responsibilities

- Helping To Develop New Systems and Structures For SV-HR Department.
- Helping To Review All The Documentations (Contracts and Policy) of The HR Department.
- Conducting Capacity Building Training To Employees of SV on HR Issues.

Qualifications

- Strong Portfolio of HR Management (Proof of Previous Engagements).
- Strong Experience in Capacity Building of Organizations.
- Working In The HR Sector For More Than Five Years.

Working conditions

The task might involve working late hours and weekends.

Direct reports

- Senior Management Team (C-Level)

Contacts

All the applications should be sent to operations@saharasparks.com **before 20th June, 2017**

Approved by:	<i>Jumanne Rajabu Mtambalike (CEO)</i>
Date approved:	<i>12th June 2017</i>
Reviewed:	<i>Ramadhani Salhija (COO)</i>

* + *This is a consulting opportunity, we are expecting applicants to be flexible and co-creative.*