

Violet Muro,
Americares Foundation
P. O. Box 49,
Mwanza
November 12th 2023

The hiring Manager

Dear Madam,

RE: APPLICATION FOR POSITION OF THE HUMAN RESOURCES DIRECTOR

The heading above is concerned.

It's my honor to submit my application for the advertised post. I am a graduate of the University of Dar es Salaam, Bachelor of Arts in Public Administration. I have over fifteen years in human resources management, experience of working in a diversified working environment, small- and large-scale organizations.

Apart from working experience in International Organizations, I have experience working with Humanitarian Organizations, supporting refugees and also donor funded projects by USAID, UN and other unrestricted funds. I have attended trainings on Tanzania Labour Laws conducted by The Association of Tanzania Employers. Attended training on Employment and Youth Development by the ILO. Human Resources Management Course Conducted by MAP-Africa and Risk Management training conducted by Consultants from the Co-operative Bank of Kenya - Consultancy Unit. I have also attended various online training courses by Harvard Mentors on employee relations, feedback essentials, coaching, time management, Change Management, Performance Management, collaboration, and Project Management, etc.

The key strengths that I consider as a success in my career including development and review of the Human Resource Policy Manual, management of onboarding process successful, management of staff contracts and management of the HR Team efficiently and effectively. I have implemented Performance Management System to ensure every employee contributes to the success of the organizations and this resulted into the identification of the best performers to be rewarded. I have participated in the developed and reviewed the Organization structure and salary structure of different organization and its successful implementation. I have participated in various organizational structuring at IRC and while working at the School of St. Jude, the key things to consider is communications, people need to be well informed.

I am conversant with Human Resources Management System – ARUTI, Workday and time and attendance system, Cornerstone, and outlook. I have worked with an organization which has more than 500 employees and 1,900 volunteers, being responsible for human resources management ensuring a good working environment, organization objectives are achieved and compliance with the organization policies and procedures. I am a committed person, result oriented, change agent, excellent communicator, problem solving skills, eager to learn, have team working spirit, loyal, flexible, and able to work collaboratively with and through others.

Please find my resume below for your perusal and consideration.

I look forward to hearing from you.

Yours Sincerely,



Violet Muro.

VIOLET MURO - CV

Name: Ms. Violet Muro
Address: P.O. Box 49, Americares Foundation Tanzania.
Cell: 0745-901966/0719-418896
E-mail: vaimuro@yahoo.com or vmuro@americares.org
Nationality: Tanzanian
Date of Birth: 09th September 1981
Age: 42

SKILLS PROFILE:-

Computing: - Proficient in Microsoft Word, Microsoft Excel, Microsoft Publisher, Windows 98 and Windows NT.

LANGUAGES:-

Fluent in English and Kiswahili

EDUCATION:-

Short course attended Harvard Manage Mentor on Team Management, Employee Development, Coaching, Feedback Essentials, Goal Setting and Gender Equality awarded Certificate of Completion 2019.

The Institute of Finance Management, Dar es Salaam; August 2014.
Certificate of Proficiency in Insurance.

University of Dar es Salaam: September 2002 - June 2005
B.A. Political Science and Public Administration.

A-Level Kibosho Girls Secondary School:
Kilimanjaro - Moshi, Tanzania July 1999 – July 2001.

O-Level: Narumu Secondary School:
Kilimanjaro - Moshi Tanzania January 1995 - November 1998

WORKING EXPERIENCE

Human Resources & Logistics Officer: Americares Foundation Tanzania Jan 2021 to date

- Oversee HR functions for Tanzania country office.
- Oversee recruitment of staff.
- Ensure all staff have employment agreement and are aware on all organization policies and procedures.
- Work with the Country Director and the Finance and Operations Manager to ensure smooth operations of the HR functions.
- Ensure staff complies with the HR policies and procedures.
- Support and ensure performance management system is implemented and staff set goals and are evaluated.
- Develop and review Human Resources Policy manual to ensure it complies with Tanzania Labour Laws.
- Support and ensure staff meetings are held monthly as required and recorded properly.
- Ensure staff documents ie personnel files are properly kept and soft copy PFs are updated.
- Perform other responsibilities as required.

Ag. Senior Human Resources Manager: International Rescue Committee Oct – Dec 2020

- Oversee HR functions for Kigoma Region.
- Preparations of various HR reports monthly and quarterly HR Matrix report.
- Review payroll and ensure preparation and submission of payroll reports within the deadline.
- Follow up performance management to ensure all staff have conducted annual performance review.
- Follow up staff discipline and ensure staff disciplinary cases are handled on time without delay and confidentiality adhered.
- Follow up with the department heads on employee contract to ensure communications are correctly shared to facilitate renewal or non-renewal of contract process complies with the labour laws.
- Perform other duties as assigned.

Human Resource Officer: International Rescue Committee Jan 2019 to Sept 2020

- Participate in the review of employee contract, human resources policy and procedures.
- Participate in employee engagement survey and feedback.
- Lead a team of nine staff to ensure they set their annual goals, providing feedback and coaching.
- Recruitment and onboarding process for new employee to ensure they understand organization rules and procedures and employer expectations.
- Employee discipline management
- Performance management
- Preparation of employment contract preparation
- Preparation of incentives payroll to ensure it's in line with the approved annual budget.
- Providing feedback to employees to ensure they have safe and pleasant work environment.
- Preparation of various Human Resources Report for management deliberation.

Consultancy Services: Different Organizations October 2017 – December 2018

- Review of the Human Resources Policy Manual
- Develop and review of the Organization Structure
- Development of the Salary Structure
- Human Resources Advise.

Human Resource Manager: The School of St Jude, October 2014- September 2017

- Lead the development of effective human resource and Organisational development policies, procedures and guidelines including their understanding and implementation across the school
- Dealing with all labour cases at the Commission of Mediation and Arbitration (CMA) and High Court.
- Provide advice and guidance to the Senior Management Team in relation to general HR and Organisational matters and work closely with them on strategic and complex employee management issues
- Work closely with line managers and employees to foster communication and consultation to ensure that employment or industrial issues are resolved effectively and in line with policies and Tanzanian Labour Laws.
- Provide guidance, direction and support as required on recruitment and selection
- Provide professional timely and accurate advice on matters including: disciplinary, resignations & terminations, performance management, position reviews and classification and industrial relations
- Management of western staff immigration, medical insurance and on-boarding process
- Manage HR Team

- Ensure all international staff complies with the Tanzania Laws, work permit processing and residence permit.
- Ongoing training of Tanzanian HR staff.
- Ensure that reviews of position classification are undertaken effectively and accurately and assist the Management Team in dealing with position management and remuneration matters.
- Management of all employment contracts

Human Resource Manager: November 2006 to September, 2014 -Kilimanjaro Cooperative Bank Limited:

- Oversee Organisational cultural and change management
- prepare workforce and succession planning
- implement Learning & Development (in particular leadership development)
- Develop HR policies and procedures
- Oversee Recruitment and selection
- Equal opportunities and preparation of new employment contracts in a timely and accurate manner
- Management of the contract renewal process with key stakeholders
- Ensuring appropriate signature sign offs for contracts and renewal processes
- Managing a range of employee HR forms and explaining these forms to stakeholders and customers as required. (Pension funds, New Staff Information Sheet, Leave forms)
- Maintaining HR employee records for volunteers and local staff, including setting up new staff files, ensuring all updates such as, leave forms and employment contracts are kept up to date and secure
- Maintaining terminated files and destroying them when appropriate
- Ensuring probation confirmation sheets are sent out in a timely manner at least 4 weeks before the end of probation
- Ensuring probationary comments are captured and followed up on
- Working with the wider HR team to ensure managers are completing key HR paperwork and ensure follow up where required
- oversee administration tasks relating to the roll out and co-ordination of a new performance appraisal system
- Supervise the HR team in performance management administration

Project Coordinator: 2013- Women in Kilimanjaro Region supported by the ILO Coop Africa.

- To ensure implementation of the project activities as planned
- To monitor the implementation of the project objectives
- Participated in project evaluation.
- Preparation of the Project report and submission to the ILO on time as required.

Tutorial Assistant: 2005/2006- Masoka Training Institute of Management for one year

July - Sept 2004-Practical training as a Human Resources Officer at Coca Cola Kwanza Company, Dar es Salaam

- Acquired team working skills and learnt to work under pressure
- Leant Human Resources Management in general.

October 2001 - February 2002, Worked as Secretary at Wells Ministry Organization Moshi.

- Improved my computer skill.

Trainings & Membership

August 2014 – Human Resources Management course, by Maximizing African Potentials (MAP) Consultancy.

April 2012- Risk Management by the Cooperative Bank of Kenya, Consultancy Unit

April 2008 -Labour Laws conducted by The Association of Tanzania Employers (ATE)

August 2005 – Driving course training, capable of driving both manual and automatic motor vehicles, with class D driving license.

Member of SHRM since 2021.

INTERESTS: -

I enjoy socializing and sharing interests with people, traveling to learn different cultures, reading books and swimming.

REFEREES:-

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