



BIST- BAGAMOYO AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY

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12/10/2025

EMPLOYMENT OPPORTUNITIES

The Bagamoyo African Institute of Sciences and Technology (BIST) registered by the National Council for Technical and Vocational Education and Training (NACTVET) with Registration number REG/NACTVET/1185. The institute currently offering certificate and Diploma programs in Accountancy, Accounting and Finance, Banking and Finance, Business Administration and Transport and Supply Chain Management. The institute hereby invites applicants who are self-motivated, flexible working in multicultural environment, honest, hardworking and committed individuals to fill the vacant post from competent and suitably qualified persons, to enhance its human resource capacity needed to fulfill its mission:

Vacant Positions: Human Resources Officer (HRO) x 01

Duty station: Bagamoyo

Job Purpose:

The Human Resources Officer will be responsible to assist managing human resources functions in a college setting. The role will focus on delivering high quality human resources service in a variety of formats as well as facilitating compliances of labour law. The successful candidate will support the development and implementation of HR initiatives, provides counselling on policies and procedures, be actively involved in recruitment process while creating and implementing effective on boarding and off boarding plans. He/she will assist in performance management processes and support the management in disciplinary matters. He/she will help to assist the college management to oversee continuous improvement in order to meet the institution academic goals accordingly.

Duties and Responsibilities

- i. Work with employees and other leaders to ensure adherence to the minimum standards across the employee life cycle
- ii. Ensure accurate data to assist with talent analysis, succession development and retention within institute
- iii. Provide recruitment and on boarding support for people appointments within the college
- iv. Adhere to functional excellence and minimum standards
- v. Ensure compliance to statutory, regulatory or policy requirements
- vi. Provide first level HR query resolution relating to payroll, benefits, organization structures, time and attendance and policies and escalates to Head of human resources where required
- vii. Provide day to day performance management guidance to line management
- viii. Support Learning and Development to identify training needs for department and individual coaching needs and follow up to ensure training objectives are met

- ix. Provide advice and guidance on employee misconduct/poor performance, etc, ensuring that these are well managed and meet the requirements of best practice and in accordance with relevant employment legislation
- x. Promote and adhere to BIST working procedure, policy and guidelines
- xi. To perform any other duties as assigned by the supervisor/leader.

Minimum Qualifications:

Bachelor of Human Resources Management, Business Administration majoring in Human resources or any other equivalent qualifications from recognized institutions. However a person with at least 3 years working experience in the same position or Postgraduate qualifications will be added advantage.

GENERAL REQUIREMENTS:

- i. The applicant with working experiences not less than 3years in the same positions,
- ii. **Bagamoyo African Institute of Sciences and Technology is an Equal Opportunity Employer, we are committed to create a diverse environment and achieving a gender balance workforce, female candidates and people living with disability are strongly encouraged to apply.**
- iii. All applicants must attach up-to-date Curriculum Vitae (CV) having reliable contact information such as; postal address, Email, and telephone numbers and the CV should include three referees,
- iv. All applicants must attach their CERTIFIED copies of their Certificates,
- v. An applicant with special needs/case (disability) is supposed/advised to indicate,
- vi. State the position you are applying in the subject and attachment should be sent in PDF format as one combined document only,
- vii. All the applications should be sent to the following address;

**DEPUTY PRINCIPAL - PLANNING, FINANCE AND ADMINISTRATION,
BAGAMOYO AFRICAN INSTITUTE OF SCIENCES AND TECHNOLOGY,
P.O.BOX 72745,
DAR ES SALAAM.**

E-MAIL:bistvacancy@gmail.com

Deadline for application will be on 28th October 2025. The candidate who will be shortlisted will be contacted for interview.