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## **JOB OPPORTUNITY-HR & ADMINISTRATION MANAGER**

Baylor College of Medicine Children's Foundation – Tanzania is a non-government organization (NGO) dedicated to supporting the provision of high-quality, comprehensive HIV/AIDS care and treatment to HIV – exposed and infected children and adolescents in the Lake and Southern Highlands Zones of Tanzania. Baylor Tanzania is affiliated with Baylor International Pediatric AIDS Initiative (BIPAI) Network which is headquartered at Baylor College of Medicine, Houston, Texas, USA. Baylor-Tanzania is funded by the United State Agency for International Development (USAID), working to support the Government of Tanzania through Ministry of Health, community development, Gender, Elderly and Children to improve provision of services for children and adolescent infected and living with HIV in the Lake and Southern Highlands Zones. Baylor – Tanzania is looking for a highly motivated, well-qualified individual to join its growing program team in the following vacant position:

**Post : HR & Administration Manager**

**Location : Mwanza Center of Excellence**

**Reports to : Executive Director**

### **Position Summary:**

To oversee day to day Human Resource and administrative requirements of Baylor-Tanzania including planning staff recruitment and retention, training and well fare and stores and inventory management, logistics management and create an appealing ambiance and smooth overall coordination of all Baylor – Tanzania HR and Administration activities .

***For details follow the following link:***

**<http://jobs.baylortanzania.or.tz>**

### **APPLICATION INSTRUCTIONS:**

**Addressed to:**

**Executive Director, Baylor College of Medicine Children's  
Foundation - Tanzania**

**P.O. Box 5208 Mwanza, Tanzania**

**Or**

**[hr@baylortanzania.or.tz](mailto:hr@baylortanzania.or.tz)**

**Deadline for application is 17th April 2019**