

# TANZANIA PUBLIC HEALTH ASSOCIATION



## HUMAN RESOURCES GUIDE MANUAL

JUNE 2016

**TANZANIA PUBLIC HEALTH ASSOCIATION (TPHA)**  
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**0.0 BACKGROUND INFORMATION**

The Tanzania Public Health Association (TPHA) is non-governmental organization (NGO) established in 1980 with the goal of promoting health and preventing disease in Tanzania through sound public health practices.

**0.1 TPHA VISION**

The vision of TPHA is to be a broad based, solid and well respected Association, one which is financially sustainable and capable of addressing major public health problems in Tanzania.

**0.2 THE MISSION**

The mission of the Association, therefore, is to contribute significantly to the improvement of the health status of the Tanzanian population, through promotion of good health practices.

**0.3 PROGRAMME OBJECTIVES**

Our programme objectives include:

- Provide a forum for persons working, trained or interested in public health related activities
- Address health related issues or concerns affecting the community and to disseminate information related to public health
- Facilitate the development and dissemination of culturally relevant health promotion information to vulnerable groups and or communities
- Promote research in public health related problems
- Influence health policy in Tanzania

**0.4 INSTITUTIONAL OBJECTIVES**

- Maintain the broad-based and multi-disciplinary nature of membership of the Association
- Strengthen the Association's capacity in planning and management
- Improve the Association's image profile and credibility

**0.5 ORGANIZATION AND MANAGEMENT**

The Association has over 1000 regular members. The membership is broad-based and multi-disciplinary including medical and public health officers, pharmacist, dentists, nurses, health officers, nutritionists, medical sociologists, behavioural scientists, educationists and many others who are interested in public health and in the solution of related problems.

The Association has an eleven-member Executive Committee composed of

- The Chairperson
- The Chairperson Elect
- The Immediate Past Chairperson
- The Executive Secretary
- The Organizing Secretary
- The Publicity Secretary
- The Treasurer
- The Editor in Chief
- Two members elected by the Annual General Meeting
- One member nominated by the Chairperson.

All the above positions are honorary. The Association has in addition a full time Secretariat headed by a Programme Manager responsible for coordinating the Association's public health programmes and project activities.

Staff members at the Secretariat are employees of the Association, which include:

- Programme Manager
- Project Officer(s)
- Assistant Accountant
- Office Secretary
- Driver-cum-logistic assistant
- Project Coordinators are recruited on a specific contract arrangement to implement sizeable donor-funded projects that accommodate such positions
- Watchmen who guard the TPHA buildings and property.

TPHA main governing body is the Annual General Meeting (AGM) where members ratify decisions of the Executive Committee. Election of office bearers is carried out every two or three years according to the position.

## **0.6 TPHA ACTIVITIES**

The main activities of the Association have been

- The regular convening of its Annual Scientific Conference/AGM
- The organization of periodic public health seminars/workshops
- Conducting IEC activities
- Capacity building and /or training workshops
- Providing consultancy services

These activities are implemented by members in teams or individually, covering the whole country, chapters have been formed in regions where there are more than 50 members to promote local public health initiatives. So far 13 chapters have been established in the country. The chapters have honorary workers who run the TPHA offices. It is therefore, deemed necessary to have an Employee Manual to facilitate day to day activities of the Association and create an atmosphere of understanding between the employees and employer.

## SECTION 1

### 1.0 INTRODUCTION

The Manual is, therefore, designed to acquaint you with Tanzania Public Health Association with information about working conditions, benefits and policies affecting your employment. The manual is summary of our policies which are presented here only as a matter of information.

You are responsible for reading, understanding and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both person and professional growth.

### 1.1 Changes in Policy

However, we reserve the right to interpret, change, suspend, cancel or dispute with or without notice all or any part of our policies, procedures, and benefits any time. We will notify all employees of these changes. Changes will be effective on the dated determined by the association, and after those dates all superseded policies , if any, will be null. No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, ask your direct supervisor.

### 1.2 Employment Application

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring and employment processes. Any misrepresentation, falsification or material omissions in any of this information or data may results in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, TPHAs is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (refer 3.11)

## SECTION 2

### 2.0 DEFINITION OF EMPLOYEES STATUS

#### 2.1 Employees Defined

Any employee of TPHAs is a person who regularly works for TPHAs on a wage or salary basis. The employee may be regular full time, regular part-time and temporary persons and other employed with the association who are subject to the control and direction of TPHAs in the performance of their duties.

#### 2.2 Regular Full Time

These are employees who have completed 90-day probationary period and who are regularly scheduled to work 35 or more hours per week.

#### 2.3 Regular Part Time

These are employees who have completed the 90 day probationary period and who are regularly scheduled to work 35 or more hours per week.

#### **2.4 Temporary (Full or Part Time)**

Those whose performance is being evaluated to determine whether further employment in a specific position is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Temporary employees retain that status until they are notified of a change. They are NOT eligible for any or the Association's benefit programmes.

#### **2.5 Probationary Period for New Employees**

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with TPHA is appropriate. When an employee completes the probationary period, the employee will be notified of his/her status with TPHA.

### **SECTION 3**

#### **3.0 EMPLOYMENT POLICIES**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TPHA will be used on merit, qualifications, and abilities. TPHA does not discriminate in employment opportunities or practices because of race, colour, religion, sex, national origin, age or disability.

#### **3.1 Non-disclosure/Confidentiality**

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose secrets or confidential information or TPHA, will be subject to disciplinary action, including termination of employment and legal action,, even if they do not actually benefit from the disclosed information.

#### **3.2 New Employee Orientation**

A new employee will be formally oriented and be informed about the Association. This will be a formal welcoming process that is designed to make the new employee feel comfortable, informed about the Association and prepare for his/her new position. In addition, the new employee will be given an overview of benefits, tax and legal issues and complete any paperwork.

Employees are presented with all codes, keys and procedures needed to navigate within the workplace. The new employees supervisor then introduces the newly hired to staff throughout the association, reviews their job description and scope of position, explains the associations' evaluation procedures, and helps the new employee get started on specific functions.

#### **3.3 Probationary Period for new Employees**

The probationary period for regular full time and regular part-time employees lasts up from 30-90 days (1-3months) from date of hire/appointment during this time employees have the opportunity to evaluate the association as a place to work and management has its first opportunity to evaluate the association as a place to work and management has its first opportunity to evaluate the employee. During this introductory period both the

employees and the Association have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, 90 days review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain the Association's Standards for job performance and behavior.

### **3.4 Office Hours**

TPHA office is open for business from 8 a.m. to 4 p.m. during weekdays except for Saturdays, Sundays and officially recognized public holidays.

### **3.5 Lunch Period**

Employees are allowed a one-hour lunch break preferably between 12:00 noon and 1:00 p.m.

### **3.6 Break Period**

If employees have unexpected personal business to take care of, they must notify their supervisor to discuss time away from work and make provision as necessary. Personal Business should be conducted on employee's own time. Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

### **3.7 Personal Files**

Personal files are property of TPHA, and access to the information is restricted. Management personnel of TPHA who have a legitimate reason to review the files are allowed to do so.

Employees who wish to review their own files should contact their supervisor. With reasonable advance notice, the employee may review his/her files in the Association's office and in the presence of their supervisor.

### **3.8 Personal Data Changes**

It is the responsibility of each employee to promptly notify their supervision of any changes in personal data such as:

- Mailing address
- Telephone numbers
- Names and numbers of dependants
- Individuals to be contacted in the event of an emergency

An employee's personal data should be accurate and up-dated on yearly basis.

3.9 Employees may hold outside jobs subject to approval by the Executive Secretary or the Executive Committee of TPHA.

### **3.10 Use of TPHA Vehicle**

The use of the Association's vehicle without prior authorization by the Programme Manager/Project Office of the Executive Secretary will not be entertained. Log book must be filled in correctly by the TPHA driver and authorized person authorizing vehicles trips should put his/her signature as appropriate. It is necessary for the vehicle to be driven by the TPHA driver unless otherwise stated.

### **3.11 Employment Termination**

Employment will be terminated under the following conditions:

- Resignation – voluntary employment termination initiated by an employee
- Termination – involuntary employment termination initiated by TPHA/s Executive Committee
- Layoff-involuntary employment termination initiated by TPHA for non-disciplinary reasons.

When an employee intends to terminate his/her employment with TPHA, he or she will give at least a four (4) weeks written notice of resignation or termination of employment. Another alternative will be for an employee to give a 24 hours notice and surrender to the Association his/her one month's salary.

### **3.12 Health –related Issue**

All staff should report to the Programme Manager when they are sick, whereby appropriate steps would be taken to ensure that he/she gets appropriate treatment and attended to by a doctor if need arise.

An employee, wife or husband and four children under 18 years of age will get medical care with fees paid by insurance scheme from deductions from employee's salary on monthly bases. (to be clarified further).

### **3.13 Insurance**

**All employees will, on their own individual arrangements, insure their own properties as well as have their own insurance cover such NHIF, NSSF etc.**

**TPHA will insure only association properties such as motor vehicles**

### **3.14 Appraisal of Work Performance**

Work performance will be appraised by filling in the appropriate forms designed for that purpose. Employee and supervisor will discuss the scores and agree.

### **3.15 Standard of Conduct**

The following are rules and standards of conduct for TPHA. All employees are expected to adhere to the rules and standards. Deviation of these rules and standards may lead to disciplinary action including termination of employment. The list is not exhaustive.

- Theft or inappropriate removal or possession of TPHA's property
- Falsification of time keeping records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Negligence or improper conduct at the place of work
- Insubordination or other disrespectful conduct
- Smoking in the workplace
- Unwelcome harassment including sexual harassment
- Excessive absenteeism or any absence without notice
- Excessive and unauthorized use of telephones especially for personal use
- Disclosure of confidential information to unauthorized people
- Violation of personnel policies

- Unsatisfactory performance or conduct.

## SECTION 4

### 4.1 Attendance/Punctuality

- Every employee is expected to be punctual in attendance on a daily basis during working days
- Absence without notice is not entertained, if you don't report duty without notice for two consecutive days it will be assumed that you have resigned voluntarily.

### 4.2 Telephone use

Excessive personal usage of TPHA telephone is discouraged. All personal calls made should be recorded by the Office Secretary in a special form or register.

### 4.3 Overtime

**Working extra hours is not necessary subjected to cash remuneration, but special cases for paid overtime will have a prior approval from TPHA Chairperson**

### 4.4 Pay Days

All employees will be paid on a monthly basis. Pay cheques will not under any circumstances. Be given to any person other than the employee without written authorization.

### 4.5 Leave

**All TPHA employees are entitled annual leave of 28 days, a leave roster will be issued annually by TPHA Program Manager.**

**A leave passage [transport fare to and from place of origin] will be authorized for payment by TPHA Secretariat prior to leave commencement of such employee [subject to annual budget allocation]**

### 4.6 Employment Contract

Employment Contracts will be awarded to all TPHA staff indicating job description, employment duration and employment termination. Working hours, salary, and internal pension scheme including PAYE and NSSF contributions. Leave privilege, professional secretary and legal provision contracts will range from one year to three years and will be renewable as necessary.

### 4.7 SALARY SCALES

Salary scales will depend on the guidance of the Executive Committee and the financial position of the Association. There will also be a systematic review of staff salaries on a yearly basis.

Post	Current Salary	Proposed Salary Scale	Yearly
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1. Watchman/Security guard	[as per approved annual budget]	[as per approved annual budget]
2. Office Messenger	[as per approved annual budget]	[as per approved annual budget]
3. Driver/Logistic Officer	[as per approved annual budget]	[as per approved annual budget]
4. Office Secretary	[as per approved annual budget]	[as per approved annual budget]
5. Accounts Assistant	[as per approved annual budget]	[as per approved annual budget]
6. Project Officer	[as per approved annual budget]	[as per approved annual budget]
7. Assistant Project Manager	[as per approved annual budget]	[as per approved annual budget]
8. Program Manager	[as per approved annual budget]	[as per approved annual budget]

## SECTION 5

### 5.0 JOB PROFILES

Job profiles will be considered to the following staff:

Programme Manager  
Assistant Programme Manager  
Project Officer  
Accounts Assistant

Office Secretary  
Driver/Logistics Assistant

Office Messenger  
Watchman/Security Guards

#### 5.1.0 PROGRAMME MANAGER

5.1.1 **Job Title:** Programme Manager

5.1.2 **Salary Scale:**

5.1.3 **Accountability:** Report to the Executive Secretary

#### 5.1.4 Job Summary

In charge and responsible for overall office day to day running and coordination of programme operations falling under the jurisdiction of TPHA.  
Direct answerable to the Executive Secretary

#### 5.1.5 Responsibilities:

- In charge of TPHA office running, fund management and personnel supervision
- In charge of project preparations, operations and coordination
- In charge of organizing of TPHA conference, seminars, workshops and congresses
- In charge of follow up of the strategic plan activities of the Association.

#### 5.1.6 Duties

1. Prepare TPHA annual plans and budgeting
2. Prepare Project proposals/write-up for soliciting funds and income generation

3. Liaise with different institutions on behalf of TPHA for purposes of project Operations
4. Coordinate the preparation of progress reports on ongoing project
5. Follow upon the activities which have an impact on public health policy
6. Liaise with TPHA chapters and Executive Committee members in the execution of activities outlined in the strategic plan
7. Initiate and organize TPHA fund raising activities
8. Establish a TPHA health information and resource centres
9. Advocate and promote TPHA profile at different venues
10. Perform any other duties as may be assigned by the Executive Secretary.

### 5.1.7 Qualifications

Medical Doctor with a post-graduate in Public Health or educational disciplines plus a minimum of five year experience in field work as a District Medical Officer or Regional Medical Officer or Head of Health Training Institutions. Competence in administrative duties and computer literacy will be an added advantage, capable to undertake negotiations with different personalities.

### 5.1.8 Other Benefits

	<b>Current</b>	<b>Proposed</b>
• Responsibility allowance	[as per approved annual budget]	[as per approved annual budget]
• Medical Allowance	[as per approved annual budget]	[as per approved annual budget]
• Housing Allowance	[as per approved annual budget]	[as per approved annual budget]
• Transport Allowance	[as per approved annual budget]	[as per approved annual budget]

### 5.1.9 Pension Scheme

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

NSSF is a statutory obligation to any Legal Employer

/PAYE –is a statutory obligation, TPHA is Tax Authority Agent, it is supposed to deduct from employees PAYE and submit it wholly to the Tax Authority

### 5.1.10 Annual Leave

You have the right of taking a four weeks (28 days) leave including weekends within one full working year and official public holidays recognized by the government of Tanzania.

## 5.2.0 ASSISTANT PROGRAMME MANAGER

- 5.2.1 Title
- 5.2.2 Salary Scale
- 5.2.3 Accountability
- 5.2.4 Job Summary
- 5.2.5 Responsibility
- 5.2.6 Duties
- 5.2.7 Qualification

- 5.2.8 Other Benefits
- 5.2.9 Internal Pension Scheme
- 5.2.10 Annual Leave

**5.3.0 PROJECT OFFICER**

**5.3.1 Title** : Project Officer

**5.3.2 Salary Scale** :

**5.3.3 Accountability:** Reports to the Programme Manager

**5.3.4 Job Summary**

In charge and responsible for the overall day to day running and Coordination of TPHA activities, supports the Programme Manager.

**5.3.5 Qualification**

Administrator with skills in planning, Financial Management and fluent in English and Swahili. Computer Skills will be an added advantage.

**5.3.6 Duties and Responsibilities**

- Will support the Programme Manager
- Responsible for administration and Programme
- Operations as may be directed by the Programme Manager
- Prepare Minutes for Executive Committee Meetings
- Prepare Minutes for AGMs
- Supervise Supporting staff of TPHA
- Up-date Register of TPHA Members
- Enrolment of new Members of TPHA
- Coordinate and compile reports for TPHA chapters.

**5.3.7 Other Benefits**

These will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

	<b>Current</b>	<b>Proposed</b>
• Responsibility allowance	.....	.....
• Medical Allowance	.....	.....
• Housing Allowance	.....	.....
• Transport Allowance	.....	.....

**5.3.8 Internal Pension Scheme**

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

**5.3.9 Leave**

Will get 28 days leave annually including weekends. Public holidays recognized by the United Republic of Tanzania will be offered.

**5.4.0 ACCOUNTS ASSISTANT**

**5.4.1 Title:** Accounts Assistant

**5.4.2 Salary Scale:** This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

**5.4.3 Accountability:** Reports to the Programme Manager and the Treasurer

**5.4.4 Qualifications:** A Diploma or Certificate in Accounts in any Institution recognized by the Government of the United Republic of Tanzania

**5.4.5 Duties and Responsibility**

- To record cash books for all TPHA bank accounts
- To prepare monthly bank reconciliation for each bank account
- To check imprest retirement and allocate to relevant account code
- Summarize monthly receipts and payments for passing of journal entries
- Posting of Journal vouchers into general ledgers
- Assist part time Accountant and Treasurer in preparation of end of the year accounts and various reports

**5.4.6 Other Benefits**

	<b>Current</b>	<b>Proposed</b>
• Responsibility allowance	.....	.....
• Medical Allowance	.....	.....
• Housing Allowance	.....	.....
• Transport Allowance	.....	.....

**5.4.9 Internal Pension Scheme**

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

**5.5.0 OFFICE SECRETARY**

**5.5.1 Job Title:** Office Secretary

**5.5.2 Answerable to:** Programme Manager

**5.5.3 Responsibilities:**

- In charge of all typing tasks, membership data, handling and overall documentation
- In charge of stationery up keep and day to day office cleanliness in charge of reception, faxes, e-mail, telephone and recording outgoing calls.

**5.5.4 Qualifications:**

**5.5.5 Salary Scale:**

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

**5.5.6 Duties**

- Computer word processing of hand written drafts
- Receipt and transmission of e-mail messages
- Proper filing of all correspondence
- Ordering of office stationery
- Reception of Visitors
- Telephone operations and recorded of all outgoing telephones
- Fax machine operator and recorder of correspondence
- Ensuring good functioning of all office equipment
- Perform any other duties as may be assigned by programme Manager and Project Officer

**5.5.7 Other Benefits**

	<b>Current</b>	<b>Proposed</b>
• Responsibility allowance	.....	.....
• Medical Allowance	.....	.....
• Housing Allowance	.....	.....
• Transport Allowance	.....	.....

**5.5.8 Internal Pension Scheme**

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

**5.5.9 Leave**

**5.6.0 DRIVER/LOGISTICS ASSISTANT**

**5.6.1 Job Title:** Driver/Logistics Assistant

**5.6.2 Salary Scale:**

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

**5.6.3 Accountability:** Reports to the Project Officer

**5.6.4 Qualification:**

- Class C Driving License
- Form Four Education
- Fluent in English and Swahili
- Certificate in Defence Driving is an added advantage
- 

**5.6.5 Duties and Responsibilities**

- Running of the office operations
- Driving TPHA Vehicle and maintaining it
- Correct filling of the log book
- Directly responsible to the Programme Manager
- Takes care of the TPHA Store.

**5.6.6 Other Benefits**

	<b>Current</b>	<b>Proposed</b>
• Responsibility allowance	.....	.....
• Medical Allowance	.....	.....
• Housing Allowance	.....	.....
• Transport Allowance	.....	.....

**5.6.7 Internal Pension Scheme**

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

**5.6.8 Annual Leave**

**5.7.0 OFFICE MESSENGER**

5.7.1 Job Title: Office Messenger

5.7.2 Salary Scale:

5.7.3 Accountability:

5.7.4 Qualification:

- 5.7.5 Duties and Responsibilities:
- 5.7.6 Other Benefits:
- 5.7.7 Internal Pension Scheme
- 5.7.8 Annual Leave:

**5.8.0 WATCHMAN/SECURITY GUARD**

**5.8.1 Job Title:** Watchman

**5.8.2 Answerable:** Programme Manager

**5.8.3 Duties and Responsibilities**

- Guard TPHA Building
- Guard TPHA Premises
- Ensure security of TPHA Properties

**5.8.4 Qualifications**

**5.8.5 Other Benefits**

	<b>Current</b>	<b>Proposed</b>
• Responsibility allowance	.....	.....
• Medical Allowance	.....	.....
• Housing Allowance	.....	.....
• Transport Allowance	.....	.....

**5.8.6 Salary Scale:**

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget

**5.8.7 Pension Scheme**

**5.8.8 Internal Pension Scheme**

This will be subject TPHA financial resources availability and allocation in the Approved Annual Budget