

MARGRETH FRED MUKURASI

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Human Resources professional with over 8 years of progressive experience in HR operations, talent acquisition, compliance, safeguarding, and employee engagement within international and NGO environments. Proven expertise in recruitment, Labor law compliance, safeguarding policies and practices, work permits and visas, performance management, and staff development. Adept at promoting safe, inclusive, and ethical workplace cultures, ensuring the protection and well-being of staff and beneficiaries, and aligning HR strategies with organizational goals.

Core Competence

HR & Technical Competencies

- Recruitment & Selection | HR Policy Development & Implementation
- Performance Management | Employee Relations & Conflict Resolution
- Training & Development | Occupational Health & Safety
- Labor Law Compliance | HR Planning & Budgeting
- Gender Equality Diversity & Inclusion | Safeguarding & Risk Management

Professional & Operational Competencies

- Planning and Organizing | Stakeholder & Partner Coordination
 - Communication and Reporting | Confidentiality and Accountability
 - Teamwork in Multicultural Environments
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Experience

JUNE 2022 – JUNE 2026

Human Resources Officer/MS Training Centre for Development Cooperation (MS TCDC)
Arusha, Tanzania

- Coordinate end-to-end recruitment processes including job postings, shortlisting, interviews, onboarding, and contract administration.
- Manage work permits, visas, and immigration compliance for international and regional staff.
- Support performance management processes, including appraisal coordination and staff development planning.
- Review and update job descriptions in collaboration with department heads to align roles with organizational needs.
- Ensure compliance with Tanzania Labor Laws, internal HR policies, and donor requirements.
- Organize staff engagement activities, trainings, and meetings to strengthen communication and employee morale.
- Maintain accurate and confidential HR records and support occupational health and safety initiatives.

JANUARY 2021 – MAY 2022

Programs Associate/MS Training Centre for Development Cooperation (MS TCDC) Arusha, Tanzania

- Provided program administration and coordination support, including processing associate, program, and partner contracts in line with donor requirements.
- Supported program monitoring and reporting through maintenance of project dashboards and coordination of program data.
- Liaised with implementing partners and contributed to partnership mapping and fundraising database development.
- Supported integration of gender equality and safeguarding through staff training support, development of compliance tools, and co-coordination of advocacy events.
- Delivered logistical and operational support to partners and international stakeholders to ensure timely program implementation.

FEBRUARY 2019 – DECEMBER 2020

Assistant Human Resources Manager/MS Training Centre for Development Cooperation (MS TCDC) Arusha, Tanzania

- Supported full recruitment lifecycle for academic, administrative, and project staff.
- Maintained leave records, staff files, and HR databases with high accuracy.
- Coordinated staff meetings, trainings, and annual staff talks.
- Assisted in reviewing HR policies and job descriptions.
- Promoted adherence to occupational health and safety standards.

Education

Master of Arts in Human Resources Management

Institute of Accountancy Arusha (IAA), Arusha, Tanzania - December 2025

Research Project: Remote Work Options and Employee Performance: A Case Study of Selected Organizations in Tanzania

Bachelor of Arts in Social Sciences

Major: Political Science | Minor: Sociology

Catholic University of Eastern Africa, Nairobi, Kenya - May 2017

Diploma in Social Work and Development Studies

Marist International University College

(Constituent College of the Catholic University of Eastern Africa), Nairobi, Kenya – May 2014

Professional Development & Trainings

- Sexual Harassment, Exploitation, Abuse (SHEA) & Safeguarding Training – MS TCDC (2024)
- Human Rights Based Approach & Feminist Leadership Principles – MS TCDC (2024)
- 9th Annual HR Summit – Arusha (2019)
- Capacity Building Seminar – Researchers & Academicians Union (2020)

Languages: English (Fluent) | Swahili (Fluent)

Reference – Available on request.