JORDAN GODFREY PANCRAC

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# OBJECTIVE

I am a dedicated and detail-oriented graduate in Human Resource Management, committed to supporting organizational goals through effective personnel management, compliance with labor laws, and strategic HR practices. I aim to utilize my academic knowledge and field experience to contribute to organizational development while continuously growing in the HR profession.

# WORK EXPERIENCE

## Ministry of Finance and Planning (MOFP), Dodoma) – Human Resources Intern

Dodoma – TANZANIA *July – October 2023*

* Participated in human resource planning and development activities.
* Ensured compliance with Public Service Regulations and Labor laws.
* Supported recruitment, selection, training, and employee placement processes.
* Assisted in employee benefits administration including pensions, allowances, retirement, and resignation.
* Contributed to documentation, promotion, and motivation strategies.

## Vigaeni Ward – HR Assistant Intern

Mtwara - TANZANIA *March – April 2020*

## Organized and managed the NIDA form-filling process

## Supported implementation and monitoring of TASAF activities.

* **Conducted community meetings and resolved minor social conflicts.**

## Railway Ward – Community Development Intern

Mtwara – TANZANIA *February – March 2019*

* Facilitated community engagement in social development activities.
* Participated in conflict resolution and organized public meetings.
* Promoted local participation in government-supported initiatives.

# EDUCATION

**Institute of Social Work, Dar es Salaam | bachelor’s degree in human resource management**

Dar es Salaam - Tanzania | 2021 – 2024

**Tanzania Public Service College | Technician Certificate in Human Resource Management**

Dar es Salaam - Tanzania | 2019 – 2021

**Tanzania Public Service College| Basic Technician Certificate in Human Resource Management**

Dar es Salaam - Tanzania | 2018 – 2019

**Humura Secondary School| Certificate of Secondary Education (CSEE)**

Dar es Salaam - Tanzania | 2014 – 2017

# TRAINING AND WORKSHOPS

**Mastering Employability Skills Training**

Institute of Social Work in collaboration with Epvate & Fortune International Consulting.

* Topics covered: Employability Skills, Communication, Problem Solving, Professionalism, Workplace Ethics, and Digital Literacy.
* Gained practical experience in soft skills essential for modern workplaces.
* Enhanced communication, teamwork, and problem-solving abilities.

# SKILLS & INTERESTS

**Skills and Interests:** - Digital Business skills, Quality assurance skills, , Communication and Interpersonal Skills, Problem Solving, Organizational and Time Management.

Computer Skills:

* **Microsoft Word – Proficient**
* **Microsoft Excel – Proficient**
* **Microsoft PowerPoint – Proficient**
* **Internet & Email Use** – Proficient

Core Skills and Strengths:

* **Strong understanding of Tanzanian labor laws and HR policies**
* **Effective communicator with excellent interpersonal skills**
* Team player with conflict resolution and negotiation skills
* Self-motivated, dependable, and ethically grounded
* Well-versed in planning and organizing administrative tasks
* **Experienced in employee records management and data entry**

**Languages:** Fluent in English; Native in Swahili

**Reference:**

1. **Mr.** Elipidius B.Kabyemela

Immigration Officer**, JNIA Airport**

**+**255655853556**.**

1. **Dr.** Nuru Kalufya

**Lecturer, Institute of social work,**

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1. **Mr.** Anna Maganga

Person Secretary**, JNIA Airport**

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