

# JORDAN GODFREY PANCRAK

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Address: Dar es Salaam, Tanzania

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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**  
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