



Tanganyika Law Society (TLS) is a statutory professional organization established by an Act of Parliament – the Tanganyika Law Society Ordinance of 1954. Currently TLS is governed by the Tanganyika Law Society Act, Cap 307 as amended.

Given the nature of TLS mandate, it is essential that its workforce has the right mix of skills and qualities to be able to fulfil its statutory duties. In this regard, we are now recruiting qualified candidates in multiple openings to join TLS Secretariat. The positions are;

## **1. JOB TITLE: Programme Officer - Investment & Resource Mobilization**

### **Job Summary**

The Programme Officer for Investment & Resource Mobilization plays a crucial role in supporting the development and implementation of innovative, realistic and attainable strategy to secure financial resources and investments for TLS. This position involves identifying potential investment and funding opportunities, building partnerships with donors and investors, preparing grant proposals, and managing investments and fundraising initiatives. The Programme Officer collaborates with internal and external stakeholders to ensure effective mobilization and utilization of resources to achieve institutional goals and objectives.

### **Key Responsibilities**

#### **1. Investment**

- Formulate and recommend TLS investment policies and strategies
- Develop and execute investment-related implementation plans
- Conducting thorough research on potential investment opportunities

- Assess the attractiveness of the identified investment opportunities with a strong focus on potential for return and risks
- Assist with developing and providing investments education programs to the Secretariat, Chapters, Committees and the Council
- Conduct outreach efforts to international and national financial institutions and institutional investors, and developers to identify partnerships, co-financing vehicles and other investment strategies that TLS can tap (i.e., commercial banks, non-bank financial institutions, pension funds, endowments, bond funding, private and impact investors, etc.)
- Manages the implementation of the TLS Asset Management Plan
- Conduct performance risk of TLS investments

## **2. Resource Mobilization**

- Develop and implement resource mobilization strategies aligned with TLS goals and objectives
- Identify potential sources of funding, including government agencies, foundations, corporations, and individual donors
- Research and analyze funding trends and opportunities to inform resource mobilization efforts

## **3. Donor and Investors Engagement**

- Build and maintain relationships with existing and potential donors and investors
- Communicate TLS mission, programmes, and impact to stakeholders
- Collaborate with the communications team to develop engaging fundraising materials and campaigns
- Attend networking events, conferences, and meetings to establish and strengthen partnerships

## **4. Proposal Development and Grant Management**

- Prepare high-quality grant proposals, concept notes, and funding applications
- Conduct prospect research and coordinate with programme staff to develop project proposals aligned with donor requirements
- Ensure timely submission of grant applications and follow-up on donor feedback

- Monitor and report on grant progress, ensuring compliance with donor regulations and reporting requirements

## **5. Fundraising Initiatives**

- Coordinate and manage fundraising initiatives, such as crowdfunding campaigns, events, and sponsorship drives
- Develop fundraising strategies and tactics to maximize donor engagement and contributions
- Provide support and guidance to fundraising volunteers and staff

## **6. Programme Coordination and Reporting**

- Collaborate with programme team to develop budgets and financial plans for TLS programmes and projects
- Monitor and track programme expenditures and resource utilization
- Prepare regular reports on funding status, achievements, and challenges for internal and external stakeholders

## **Qualifications, Skills and Experience**

- Master's degree in Economics, Finance, Investment, Law, Business Administration or its equivalent from a recognized institution
- Minimum of 5 years' working experience in a similar role (investment or resource mobilization)
- Knowledge of trends in investment sector and resource mobilization is a plus
- Proven track-record in identifying and securing investment opportunities
- Proven track record in fundraising and resource mobilization
- Familiarity with grant proposal writing and donor reporting
- Excellent communication and presentation skills, both written and verbal
- Ability to build and maintain relationships with diverse stakeholders.
- Attention to detail
- Proficiency in using fundraising software and databases

## 2. JOB TITLE: Communications Officer

### Job Summary

We are looking for a dedicated communications officer to join TLS Secretariat. The officer is expected to contribute to TLS internal and external communications through production and dissemination of high-quality, well-targeted communications. Core activities include managing the content and quality of TLS website, Wakili TV, social media, and other communications channels TLS use to reach its audience.

### Key Responsibilities

The officer is expected to contribute to TLS internal and external communications through production and dissemination of high-quality, well-targeted communications. Core activities include managing the content and quality of TLS website, Wakili TV, social media, and other communications channels TLS use to reach its audience. Responsibilities

- Serve as editorial in charge of Wakili TV and TLS social media platforms
- Arrange interviews and host Wakili TV media programmes
- Ensure Wakili TV news stories are accurate, legally sound and published/ aired in a timely way
- Sustain a strong TLS social media presence and personality
- Ensure content posted on Wakili TV and TLS social media platforms is timely, interesting and engaging across multiple audiences
- Write, edit, distribute, circulate information, stories, features, commentaries and press releases to all TLS audience
- Produce accurate, clear and consistent communication messages to highlight our works via different communications channels (website, Facebook, publications, events, newsletters, etc.)
- Write credible, persuasive policy reports, briefings, blogs, speeches and other outputs designed to help TLS influence policy change or raise TLS external profile.
- Identify opportunities and recommend appropriate approaches for effective engagement with key policy makers and decision-makers through targeted messages
- Collects success stories and key achievement of TLS activities and write them to be shared with various target audiences
- Draft appropriate response on several issues that require TLS public response e.g., press releases

- Work with TLS communications team to plan, manage and deliver PR campaigns
- Edit TLS annual reports, speeches, and other products that communicate TLS activities, products and/or services
- Ensure the development of high quality, visually appealing and brand-aligned communications materials to achieve communications/marketing objectives
- Use digital and non-digital platforms to raise stakeholders' awareness about TLS including its activities, services and impact
- Identifies events/ stories that capitalise media opportunities and packages stories and information in compelling ways for media to report on positive works and achievements of TLS
- Develop and manage creative TLS communications products such as publications and newsflashes
- Create engaging topical communication products targeting TLS members
- Collects and report information on issues affecting TLS members
- Create key educational or advocacy messages and disseminate to the specific defined target audiences
- Strategize, plan, produce, update and edit content for TLS website
- Produce interesting stories of TLS work for dissemination to external audiences
- Respond to media inquiries
- Establish and maintain effective relationships with journalists, and maintain a media database
- Monitor, collect, compile news from media and maintain a record of media stories which are relevant to TLS
- Promote and conduct analysis of the impact of TLS communications activities
- Build the communications capacity of TLS staff
- Ensure communications and brand guidelines of TLS are properly adhered to
- Perform any other duties related to the profession as assigned by your supervisor

### **Qualifications, Skills and Experience**

- Bachelor's degree in Journalism, Mass Communication or its equivalent from a recognized institution
- Minimum of 6 years working experience, preferably in a newsroom or media environment with editorial or content production role
- Strong command of English and Kiswahili (written and spoken)

- Ability to produce a variety of written communications products in a clear and concise style (please submit examples of your work)
  - Ability to write clearly and with authority about issues relating to legal education, ethics in legal profession, access to justice, rule of law, human rights, civic space, democracy, and good governance
  - Solid editorial judgment, with a commitment to accurate, engaging and well-written content
  - Ability to use digital media and multimedia technology
  - Experience of newsgathering for broadcast, digital and print media
  - Knowledge of multiple communications approaches, tools, and methodologies essential to planning and executing effective communication campaign strategies and programmes, e.g., campaign management, media operations, marketing and promotion, audience outreach, and messages targeting specific audience
  - Understanding of social media platforms, trends, tools, practices, and measurement
- Demonstrated ability to work independently with minimal supervision

### 3. **JOB TITLE: Programme Officer - Research and Publications**

#### **Job Summary**

The Programme Officer for Research and Publications is responsible for overseeing and coordinating research projects and publications within TLS. She/He play a key role in developing and implementing research strategies, managing research activities, and ensuring the timely publication of research findings. The Programme Officer works closely with researchers, authors, and other stakeholders to ensure the quality and relevance of research outputs.

#### **Key Responsibilities**

##### **1. Research Management:**

- Develop and implement research strategies, plans, and methodologies
- Coordinate and oversee research projects, ensuring adherence to timelines and objectives

- Collaborate with researchers and research teams to define research goals and deliverables
- Monitor the progress of research activities and provide guidance and support as needed
- Conduct literature reviews, data analysis, and interpretation of research findings
- Ensure compliance with research ethics and protocols

## **2. Publication Management:**

- Manage the publication process, including manuscript submission, editing, and review.
- Collaborate with authors and editors to ensure the quality and accuracy of published materials
- Coordinate with designers, printers, and distributors to produce and disseminate publications
- Develop and maintain publication schedules and deadlines
- Stay updated on industry trends, publication standards, and copyright regulations
- Assist in the development and implementation of marketing strategies for publications

## **Stakeholder Engagement**

- Collaborate with internal teams, researchers, and authors to identify research needs and priorities
- Facilitate partnerships and collaborations with external research institutions or organizations
- Organize and participate in research workshops, conferences, and seminars
- Communicate research findings to stakeholders through reports, presentations, and other mediums
- Establish and maintain relationships with key stakeholders, including researchers, authors, and industry experts

## **4. Knowledge Management**

- Maintain an organized database of research materials, publications, and relevant resources

- Monitor and evaluate the impact and effectiveness of research activities and publications
- Contribute to the development and implementation of knowledge management systems
- Support the dissemination of research findings through various channels, including online platforms and social media

#### **5. Grant and funding support**

- Assist in identifying funding opportunities for research projects
- Contribute to the development of grant proposals, including drafting sections related to research methodology, objectives, and expected outcomes.
- Monitor and report on research project budgets and expenditures

#### **6. Collaboration and networking**

- Collaborate with internal and external stakeholders, including researchers, TLS members, and industry professionals
- Foster partnerships and collaborations to facilitate research projects, joint publications, and knowledge exchange

#### **Qualifications, Skills and Experience**

- Bachelor's degree in a relevant field (e.g., public policy, economics, statistics, sociology, political science or any other social science discipline from a recognized institution).  
Master's degree preferred
- Minimum of 6 years working experience, preferably in a research or policy analysis role in a reputable institution
- Proven experience in research management and publication coordination
- Strong knowledge of research methodologies, data analysis, and academic publishing practices
- Excellent written and verbal communication skills
- Proficiency in data analysis tools/software (e.g., SPSS, R, NVivo, etc.).
- Excellent written and verbal communication skills, with the ability to prepare clear and concise research reports and publications
- Familiarity with academic publishing standards and guidelines



- Knowledge of research ethics, guidelines and regulatory requirements/frameworks for research
- Ability to work independently and manage multiple research projects simultaneously
- Strong organizational and time management skills
- Attention to detail and commitment to maintaining data integrity
- Proficiency in using relevant software and tools for literature review, data analysis, and manuscript preparation
- Strong interpersonal skills and ability to collaborate effectively with diverse teams.

#### **4. JOB TITLE: ICT and Innovations Officer**

##### **Job Summary**

The role of ICT and Innovations Officer is to enable the delivery of an integrated, efficient, effective, secure and innovative ICT environment within TLS. The jobholder will drive innovations in the use of ICT to make positive impact of TLS programmes and activities

##### **Key Responsibilities**

###### **1. System Administration**

- Managing and maintaining TLS computer systems, networks, servers, and other IT infrastructure
- Ensuring proper installation, configuration, and operation of hardware, software, and network components

###### **2. Technical Support**

Providing technical assistance and support to users within the organization.

- Troubleshooting hardware and software issues, diagnosing problems, and resolving them in a timely manner
- Assisting users with computer-related inquiries and providing guidance on technology usage

###### **3. Network Management**

- Overseeing the organization's local area network (LAN) and wide area network (WAN)

- Setting up and maintaining network equipment, such as routers, switches, and firewalls
- Monitoring network performance, troubleshooting connectivity issues, and ensuring network security

#### **4. Information Security**

- Implementing and enforcing security measures to protect the organization's information systems and data
- Managing user access rights, conducting security audits, and implementing backup and disaster recovery plans
- Staying updated with the latest security threats and recommending appropriate solutions

#### **5. Software and Application Management**

- Installing, configuring, and updating software applications used within the organization
- Collaborating with software vendors and developers to address issues and ensure smooth operation of applications
- Managing software licenses and conducting software inventory

#### **6. Data Management**

- Ensuring the integrity, availability, and confidentiality of the organization's data
- Developing and implementing data backup strategies, managing data storage systems, and overseeing data recovery processes
- Adhering to data protection regulations and implementing data security measures

#### **7. IT Project Management**

- Participating in IT projects, such as system upgrades, network expansion, or software implementations
- Planning and coordinating project activities, setting project timelines, and ensuring deliverables are met
- Collaborating with internal teams and external vendors to achieve project objectives

#### **8. Documentation and Training**

- Maintaining comprehensive documentation of IT systems, network configurations, and user guides
- Developing training materials and conducting training sessions to educate users on technology usage and best practices
- Keeping IT policies and procedures up to date and ensuring compliance

## **9. Technology Evaluation and Recommendations**

- Researching and evaluating new technologies, software, and hardware solutions
- Providing recommendations on IT infrastructure upgrades, improvements, and cost-effective measures
- Keeping up with industry trends and advancements to enhance the organization's technology capabilities

## **10. Planning**

- Develop and execute the organization's technology strategy aligned with its goals and objectives
- Stay up to date with emerging technologies, trends, and best practices to drive innovation
- Collaborate with senior management to determine technology priorities and allocate resources accordingly.

## **11. Technological Infrastructure Management**

- Oversee the organization's IT infrastructure, including hardware, software, networks, and systems
- Ensure the reliability, security, and performance of the IT infrastructure
- Identify and implement improvements to optimize system efficiency and effectiveness
- Manage relationships with vendors and service providers to ensure quality and cost-effective technology solutions

## **12. Systems Development and Implementation**

- Work closely with stakeholders to gather requirements and develop technological solutions.
- Lead or participate in the design, development, and implementation of software applications and systems
- Conduct thorough testing and quality assurance to ensure systems meet functional and performance requirements
- Provide training and support to end-users to ensure smooth adoption and utilization of new systems

## **13. Innovation and Process Improvement**

- Foster a culture of innovation within the organization, encouraging creativity and exploring new ideas

- Identify opportunities for process improvement and automation, leveraging technology
- Collaborate with cross-functional teams to develop innovative solutions that enhance productivity and effectiveness
- Monitor industry trends and emerging technologies to identify opportunities for innovation and competitive advantage

#### **14. Data Management and Security**

- Develop and implement data management and security protocols to safeguard sensitive information
- Ensure compliance with relevant data protection regulations and industry standards
- Implement backup and disaster recovery procedures to minimize data loss and downtime
- Stay updated on cybersecurity threats and implement measures to mitigate risks

#### **15. Training and Support**

- Provide training and technical support to employees on IT systems, software, and tools
- Create user manuals, guidelines, and documentation for IT-related processes
- Troubleshoot technical issues and provide timely resolutions to minimize disruptions

#### **Qualifications, Skills and Experience**

- Bachelor's degree in Computer Science, Information Technology, or other related specialized training from a recognized institution
- Minimum of 5 years of relevant experience in ICT systems and innovations planning, design, development, implementation, and maintenance
- Proven experience in managing IT infrastructure and implementing technological solutions
- Strong knowledge of software development methodologies and programming languages
- Familiarity with project management principles and tools
- Excellent problem-solving and analytical skills
- Strong communication and interpersonal skills
- Ability to work effectively in a team and collaborate with stakeholders
- Knowledge of data management and cybersecurity best practices

- Proactive mindset with a passion for innovation and continuous learning

## 5. JOB TITLE: Assistant Accountant - Expenditure

### Job Summary

The Assistant Accountant –Expenditure is responsible for supporting the financial operations of an organization by assisting in the management of expenditure-related activities. This role involves maintaining accurate financial records, monitoring expenses, analyzing financial data, and assisting in the preparation of financial reports. The Assistant Accountant – Expenditure works closely with the accounting team to ensure the smooth flow of financial information and adherence to financial regulations in line with TLS Financial policy.

### Key Responsibilities

Monitor compliance to TLS financial policy and procedures

- Review all payables' documents to verify completeness, validity and accuracy before preparing payments for suppliers.
- Ensure that all transactions are processed correctly and comply with TLS approved financial policy and procedures
- Process payments to suppliers based on reconciliation of invoices, purchase orders and receiving documents
- Monitor expenditures to ensure that they remain within authorized levels
- Ensure that financial and accounting records are properly managed, posted accurately and timely
- Maintain accurately the Petty Cash float and ensure that expenditures are made for allowed purposes as stipulated in the financial policy
- Ensure that all computations and payments regarding statutory compliance e.g., PAYE are being made accurately and promptly to avoid penalties and related fines
- Prepare monthly bank reconciliation statements and bring any material variances to the attention of the Finance Manager for follow up and actions

- Prepare monthly and quarterly budget against expenditure reports and submit to the Finance Manager for verification and approval
- Ensure that TLS expenditure reports meet the applicable reporting standards
- Support external and internal audit function by providing required information
- Perform any activity assigned by his/her supervisor

### **Qualifications, Skills and Experience**

Bachelor's degree in accounting or its equivalent from a recognized institution

- Minimum of 3 years relevant working experience in a reputable institution
- Familiarity and experience with international public sector accounting standards
- Familiarity and experience with Tanzania financial accounting standards
- Strong command of English and Kiswahili (written and spoken)
- Proven ability in compiling and analyzing financial data and preparing financial reports
- Experience in automated accounting packages is a plus
- Very conversant with spreadsheets
- Must be detail oriented
- Ability to learn fast
- Able to work under pressure
- CPA and audit experience is an added advantage

### **HOW TO APPLY**

If you have interest working with TLS, please email us your application, CV and at least 2 samples of your written work relevant to this position. Explain in your application why you are the most ideal candidate for the job.

Send your application to: [recruitment@tls.or.tz](mailto:recruitment@tls.or.tz)

All applications should be addressed to the **Executive Director, Tanganyika Law Society, P.O. Box 2148, Dar es Salaam, Tanzania.**

Only short-listed applicants will be contacted.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN JUNE 19, 2023**

