



Job Title: Business Development Officer (Internship)

Organisation: Tanzania Women Chamber of Commerce (TWCC)

Department: Membership Service and Outreach Department

Reporting to: Senior Business Development Officer

Number of Positions: 25

Location

Morogoro, Dodoma, Singida, Tabora, Kigoma, Mwanza, Geita, Shinyanga, Mara, Simiyu, Kagera, Kilimanjaro, Arusha, Manyara, Lindi, Mtwara, Ruvuma, Katavi, Rukwa, Njombe, Iringa, Mbeya, Songwe, Pwani/Coastal Region, and Zanzibar.

Requirements

- Applicants should either be from and residing in the respective region or be able to financially support themselves to work in another region.

Contracting Period

- A maximum of six months, with the possibility of full employment based on performance.

Start Date: 20th January 2025

Background

The **Tanzania Women Chamber of Commerce (TWCC)** – www.twcc-tz.org – is a pivotal organization uniting various women and youth entrepreneurs across Tanzania. Established in December 2005, TWCC serves as an apex and umbrella entity encompassing sectoral Business Women Associations, Companies, Cooperatives, Groups, and Sole Proprietors.

Currently boasting a membership exceeding 15,000, TWCC's reach extends to over 1 million women from all sectors of the economy, spanning 27 Regional Chapters in Tanzania Mainland and Zanzibar, along with 14 Women Sectoral Associations and 11 Platforms catering to women in cross-border trade.

TWCC's primary objective is to foster unity among women and youth entrepreneurs, including those in the informal sector, to promote business formalization and growth. Through robust capacity-building initiatives and mentorship programs, TWCC alleviates poverty among women by equipping them with the necessary skills and resources for success. Moreover, TWCC collaborates closely with private and public sector entities to advocate for favorable policies conducive to the flourishing of women-owned enterprises.

Job Summary

The **Business Development Officer Intern** will play a pivotal role in supporting membership management, communication, and event coordination to drive member engagement and organizational growth.

Main Duties and Responsibilities

Membership Management

- Ensure the database of all TWCC members from respective regions is accurate and up to date.
- Recruit prospective members and maintain existing members.
- Develop and execute engagement strategies to retain members.
- Assist in managing communication and information gathering from membership through online surveys.
- Collect and receive payments from members for dues, events, etc.
- Maintain reports for current dues status, delinquent dues, invoices, and statements for dues and all related event income activities for the region.

Communication & Reporting

- Communicate with members, collecting information from the regional to ward level.
- Prepare and send weekly event information to TWCC members via regional WhatsApp groups, bulk SMS, emails, and social media.
- Assist in providing weekly activity reports to the communication officer for the weekly update.
- Create monthly membership reports, including a list of new entries and total monthly fees collected from each district.

- Prepare monthly membership data reports, including quarterly tracking and retention statistics.
- Supervise and maintain professional communications on behalf of TWCC via TWCC Regional Groups.

Event Coordination

- Assist in coordinating events hosted by TWCC, including Breakfast Meetings, Trade Fairs, B2B events, etc.
- Coordinate events/activities assigned by Regional Leaders with authorization from TWCC Head Office.
- Organize time and priorities to achieve objectives related to events

Member Engagement & Relations

- Source and share information with members of the respective region daily.
- Develop and maintain relationships with key stakeholders.
- Ensure quality service provision to members is maintained.
- Draft regional membership letters, including welcome, retention/renewal, and thank-you notes.
- Assist in developing and implementing a membership strategy to maximize benefits for individuals, companies, groups, and associations.
- Identify opportunities for members and link them.

Administrative & Other Duties

- Participate in conferences and training as directed.
- Attend meetings and activities outside regular work hours, as required.
- Perform other duties as assigned by the supervisor.

Qualifications and Experience

- Bachelor's degree in Business Administration, Development Studies, Economics, Rural and Community Development, or any related field.
- Demonstrated experience or interest in supporting business development initiatives.
- Proven track record in participating in fundraising activities for events or projects is an added advantage.
- Proficiency in computer applications, including MS Office (Word, Excel, and PowerPoint).
- Strong communication, analytical, and organizational skills.
- Ability to work independently and as part of a team.
- Willingness to learn and adapt in a dynamic work environment.

How to Apply

Send applications to recruitment@twcc-tz.org and womenchambertz@gmail.com by **5th January 2025**. Ensure your application specifies your current region of residence.

Email Subject Line Example:

Application for Business Development Services Officer (Internship) – [Region]

Notice:

Due to the high volume of applications, only shortlisted candidates will be contacted for interviews.