



LEGAL SERVICES FACILITY

JOB OPPORTUNITIES

1367760017

The Legal Services Facility (LSF) a registered non-government Organization (NGO) with Registration No. 00NGO/R2/00011. It is a basket fund created to channel funding on equal opportunity basis to organizations which are providing legal aid and paralegal services in Tanzania mainland and Zanzibar. These services assist individuals to claim their rights, redress grievances and protect their fundamental human rights.

The LSF wishes to recruit a number of qualified and experienced individuals to fill the below vacancies.

NO.	POSITION	JOB PURPOSE	MINIMUM QUALIFICATION & EXPERIENCE
1	Senior Programme Manager, Dar es Salaam	To oversee the coordination and administration of all aspects of the ongoing LSF programs including planning, budget, management, and organizing, staffing, leading, and controlling program activities.	A minimum of Master's degree in Social Sciences or related field. A minimum of 7 years relevant experience in programme management.
2	Senior Programme Officer -Zanzibar	To oversee the coordination and administration of all aspects of the ongoing LSF programs in Zanzibar which will include planning, budget, and controlling program activities	University Degree in Social Sciences or related field. A minimum of 4 years relevant experience in programme management preferably in Zanzibar
3	Senior Grants & Finance Officer, Dar es Salaam	To Prepare financial statements of the LSF and to ensure proper management of grant-making finance related activities from initial stage of grant application to grant closure.	A minimum of bachelor degree in Finance or Accounting or related field with a CPA. Experience of working in a similar job in a reputable organization for at least 4 years.
4	Procurement Officer, Dar es Salaam	To Procure LSF Goods and services and ensures the LSF is at all times is equipped with quality supplies, equipment and services needed to support smooth running of the activities.	A minimum of Bachelor degree in Supplies and Procurement Management Experience of working in a similar job in a reputable organization for at least 3 years.
5	Programme Officer, Dar es Salaam	To assist in coordination and administering of all aspects of the ongoing LSF programs which will include planning, budget, and controlling program activities.	University Degree in Social Sciences or related field. A minimum of 3 years relevant experience in programme management
6	Executive Assistant to the CEO, Dar es Salaam	To provide executive, administrative, and development support to the CEO and Board of Directors, as well as to the Senior Management Team.	Bachelor's degree or equivalent experience with social sciences background and an interest in national and global issues. Minimum 5 years of experience in providing support for upper-level management in a related organization
7.	Communication Officer, Dar es Salaam	To implement communication strategy, annual communication plans, oversight and management of	At least Bachelor's degree in Communication or related field.

7.	Communication Officer, Dar es Salaam	To implement communication strategy, annual communication plans, oversight and management of website and social media, publication in and through printed media varying from newspapers to LSF initiated documents, local, regional and national radio, TV and event management.	organization At least Bachelor's degree in Communication or related field. Minimum 3 years' job-related experience in media, public relations, journalism, publishing, in corporate or non-profit communications.
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For Full job profiles, eligibility criteria and related details kindly visit our Website : www.lsfztz.org

APPLICATION INSTRUCTIONS: If you are Tanzanian and qualified for any of the above post, please submit a single page application letter showing your suitability to the role with an updated Curriculum Vitae to hr@lsfztz.org ; clearly indicating the position being applied for in the subject. The applications deadline is Monday 4th January, 2021. Only short-listed candidates will be notified.

LSF is an equal opportunities employer.