



# 1. JOB TITLE: **PROGRAM VOLUNTEER**

*Dar es salaam, Tanzania*

## **Introduction**

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's overall goal is to increase access to justice through a legal empowerment approach, in particular for women and girls. Through implementing partners, a paralegal cadre of around 4000 is supported, organized in 184 small districts based grassroot organizations.

**Post : Program- volunteer**

**Location: Dar es Salaam**

## **Position Summary**

This position aims at assisting the LSF program department in implementing activities at the LSF headquarter and field level. The volunteer will assist in coordination and implementation of all aspects of the ongoing LSF programs activities including supporting the regional coordinators to deliver their mandates accordingly.

The volunteer will also support the programs team in data collection, analysis results tracking and implementing advocacy initiatives on gender equality and legal empowerment, access to justice through paralegal work and community prevention mechanisms on gender-based violence while keeping abreast with changing legal aid knowledge and best practices.

## **Key Responsibilities**

- Participate in the preparation of capacity building activities for regional coordinators and implementing partners,
- Participate in the review organizational documents such as monitoring and evaluation framework, log frame, work plan and budget,

- Conduct and support data quality checks, data verification, results harvesting and reporting process,
- Participate in planning of various studies, conducting surveys, evaluations, success stories collection and other results collection methodologies.
- Participate in the quarterly collection of grantees reports and disseminate to the team for review to identify lessons learned, success stories, challenges and ultimately score their performance.
- Support in the preparation of reports i.e., quarterly and assist partners on proper documentation
- Support in the daily program management throughout the program life cycle, involved in strategic plan with grassroot organizations and grantees for community engagements,
- Tracking the deliverables (outputs) to the program's outcome;
- Strengthen collaboration between LSF and the paralegals community to understand the development and to promote the inclusion of community members;
- Participate in monitoring program implementation progress, ensure adherence to the program annual work plan, budgets, prepare revisions (if required)
- Support closely monitors the development of costs per case, person reached with legal education.
- Communicate with implementing partners, clients and other stakeholders to gain community support and evidence for the program and to solicit input to improve the program.
- Undertake other duties to assist program implementation as assigned.

### **Qualifications and Skills**

- University Degree in social sciences or related field.
- Knowledge of program implementation and management
- Knowledge of legal aid, legal education, human rights awareness creation and legal empowerment
- Knowledge on local government structures in Tanzania
- Creativity, strategic, innovative and analytical thinker with the ability to manage multiple
- Experience of producing high quality reports.
- Familiarity with different methodologies for conducting field activities
- Familiarity with different interventions done by the LSF involving management of paralegals.

- Knowledge, experience and familiarity with human rights, governance, access to justice, human rights promotion, conflict prevention and peace building and support to governance initiatives with focus on citizen participation;
- Demonstrable experience with participatory methodologies and empowerment practices
- At least 1 years of experience in working with the donor funded program
- Ability to work independently and under short notice upon request.
- Should demonstrate multitask ability to perform different task in their regions
- Written and verbal communication skills in English with ability to write concise, readable and analytical reports,
- Good analytical and numerical skills
- Good knowledge and understanding of NGO statutory and compliance requirements.

**APPLICATION INSTRUCTIONS: If you are Tanzanian and qualified for the post above, please apply through <https://lsftz.org/jobs/>. The applications deadline is Friday, 22 March,2024. Only short-listed candidates will be notified.**

**[APPLY HERE](#)**

## **2. JOB TITLE: COMMUNICATION VOLUNTEER**

*Dar es salaam, Tanzania*

### **Introduction**

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**Post** : Communication Volunteer

**Location:** Dar es Salaam

### **Position Summary**

LSF is seeking a highly motivated and talented individual to join our team as a Communications Volunteer. This role will play a crucial part in supporting our communications strategy and

amplifying our mission to advance access to justice and legal rights in Tanzania. The Communications Volunteer will work closely with our communications team to effectively achieve our communications goals.

### **Key Responsibilities**

- **Content Generation and Publications:**
  - Create compelling content for various platforms, including website articles, social media updates, newsletters, and reports.
  - Conduct research, write, and edit content to align with organizational communication objectives.
  - Develop assorted materials for publication, such as fact sheets, success stories, and reports.
- **Social Media Assistance:**
  - Manage specific social media accounts, including content creation, scheduling posts, and engaging with the audience.
  - Create content calendars and monitor social media trends to provide insights for strategy enhancement.
- **Media Engagement:**
  - Build and maintain relations with media outlets, bloggers, and influencers to amplify LSF's message and secure media coverage.
- **Graphic Design and Multimedia:**
  - Utilize design skills to create graphics, infographics, videos, or other multimedia content to enhance communication efforts.
- **Report Review:**
  - Support in reviewing grantees' reports and assist in creating reports and dissemination to relevant stakeholders.
- **Manage and Monitor Haki Yangu App:**
  - Collaborate with the agency to increase app downloads and paralegal uptake.
  - Provide reports and suggest experience interventions to enhance app usage.

- Preparation of Media Kits:
- Assist in preparing press releases, speeches, feature articles, and other materials to enhance internal and external communication.
- Monitoring and Reporting:
- Monitor media coverage, social media analytics, and other communication-related metrics.
- Provide regular reports and insights to improve communication strategies.

### Qualifications and Skills

- Bachelor's degree in Communication, Journalism, Public Relations, or related field.
- Proven experience in content creation, social media management, and media engagement.
- Proficiency in graphic design tools and multimedia content creation.
- Strong writing and editing skills, with attention to detail.
- Knowledge of communication and media monitoring tools.
- Ability to work effectively in a fast-paced environment and meet deadlines.
- Excellent communication and interpersonal skills.
- Familiarity with Legal or NGO sector is a plus.

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