



TITLE: ICT Officer (1 Position)	
Organization: Tanzania Women Chamber of Commerce (TWCC)	Duty Station: Dar es salaam
Type of Contract: Full Time	Reporting: Head of Administration
Appointing Period: 6 Months with a possibility of full employment	Starting Date: June, 2025
Background: <p>The Tanzania Women Chamber of Commerce (TWCC) - www.twcc-tz.org stands as 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, Corporate Companies, Small business, and Associate Members. Currently boasting a membership exceeding 20,000, 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.</p> <p>TWCC's primary objective lies in fostering 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 endeavors to alleviate poverty among women by equipping them with the necessary skills and resources for success. Moreover, TWCC collaborates closely with both private and public sector entities to advocate for favorable policies conducive to the flourishing of women owned enterprises.</p>	
Principle duties and Responsibilities: <p>Under the direct supervision of the Administration Manager, the intern will support the functions of the IT Unit and other TWCC Regional Chapter Communication Units.</p>	
Specific duties and Responsibilities: <ul style="list-style-type: none"> Assisting in maintaining the TWCC website Perform Graphic design activities; Brochures, Logo, Fliers etc. Provide Servers Maintenance and data Backup where needed Assist in Operating system and Application Installation Check and make sure antivirus run and updates properly. Provide printer and scanner support. Provide and ensure availability of Internet Assist in Minor hardware and Software repairs. Provide Network maintenance and troubleshooting. Provide support in the maintenance of Staff Computer and desktops Maintain social media accounts for TWCC Develop Content for website and social media in collaboration with Communication and Membership Unit Propose the required software where required Maintain TWCC ICT equipment's Undertake some travel and after-hours work when required Participate in regular performance reviews Any other duties assigned by the office 	
Key qualifications, experience and competencies	



Competencies

- Communication: Ability to listen, adapt, persuade and transform
- Innovation: Ability to make new and useful ideas work
- Delivery: Ability to get things done while exercising good judgement
- Teamwork: Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals.

Required skills and experience

- Recent graduate with degree in Computer Science, Information Systems, ICT, computer engineering or relevant fields.
- Strong organizational and interpersonal skills with the ability to handle multiple tasks simultaneously, set priorities, and work effectively in a team spirit.
- Computer literate in standard software applications;
- Ability to work under minimum supervision

Application Procedure

Kindly send your application details (motivational Letter, CV and Certificates) to the address below via provided email address. Closing date for this application is 15 June 2025.

Executive Director,

Tanzania Women Chamber of Commerce (TWCC)

Oasis Office Park, Haile Selassie Road-Masaki

P. O Box 5591,

Dar es Salaam, Tanzania

E-mail address: recruitment@twcc-tz.rg and copy to womenchambertz@gmail.com

Website: www.twcc-tz.org

TWCC provides equal opportunity for all youth, only successful candidates will be contacted, and an attractive internship allowance will be offered to the successful candidate