



TANZANIAN AID SERVICES ORGANISATION (TASO)

P.O.Box 1689, Dodoma-Tanzania

For Venerable individual(s), we deal with Sectors:

.Legal

.Education

.Health

.Agriculture

.Entrepreneurship

Ref.No.TASO.LA./1/02/L/001

11th February, 2025

COTRACT JOB ANNOUNCEMENT

TANZANIAN AID SERVICES ORGANISATION (TASO); A Non-Governmental Organisation registered with **Reg. No. ooNGO/R/7255** under The Ministry of Community Development, Gender, Women and Special Group. TASO is also registered as a **Legal Aid Provider** with **Reg. No. LAP-2024-0044** under The Ministry of Constitutional and Legal Affairs. Where; we are committed to Promote Positive Change and Sustainable development for Tanzanians focusing on critical areas in *Legal, Education, Health, Agriculture, and Entrepreneurship*. Guided by principles of Equality, Justice, and Social progress, by recognizing the urgent need to empower individuals, uplift communities, and create a more equitable and prosperous society.

TASO is scheduling to launch a five (05) years Project named: **ACCESS AND DISPENSATIONS OF JUSTICE IN TANZANIA** from May 2025 to April 2030, in twenty six (26) Regions of Tanzania Mainland; hence we invite dynamic, proactive, experienced and suitable qualified Personnel in Legal department to a Contract **208 posts** of **Project Coordinators, Advocates, Lawyers, and Paralegals** as mentioned below;

1.0 PROJECT COORDINATOR (26 POSTS)

1.1 REPORTING

Project Coordinator shall daily report to General Project Coordinator and Research Consultant at TASO as per TASO's Human Resource Manual.

1.2 DUTIES AND RESPONSIBILITIES

- i. Receiving and collecting social welfare information from stakeholders and various social welfare centers.



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- ii. Receiving, analyzing, and preparing lists of applications for TASO assistance needy for Marginalized/Vulnerable individual into various forms of support.
- iii. Inspecting the living environments of clients to gather comprehensive information.
- iv. Conducting interviews with clients from Marginalized/Vulnerable individual into various forms of support.
- v. Preparing reports on interviews and environmental assessments of clients and report to TASO.
- vi. Performing other duties as assigned by the TASO

1.3 QUALIFICATIONS

Holder of Bachelor's degree in any fields such as Human Resource Management, Sociology, Development studies, Political Science and Public Administration, Community Development, Project Planning, International Relation, Psychology, Guidance and Counseling or other related from a recognized Higher Learning Institution. Master's degree from respective field is an added advantage.

1.4 REMUNERATION

As per TASO's Financial Guideline

2.0 ADVOCATE (26 POSTS)

2.1 REPORTING

Advocate shall daily report to TASO Head of Legal Department as per TASO's Human Resource Manual.

2.2 DUTIES AND RESPONSIBILITIES

- i. Represent clients in Courts, Tribunals, and Legal proceedings.



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- ii. Provide to TASO Professional Legal advice, guidance on Rights and Legal procedures.
- iii. Draft Legal Documents including Contracts Preparation, Agreements, Pleadings, and other Legal paperwork.
- iv. Conduct Legal Research on analyzing Laws, Precedents, and Evidence to build strong gears.
- v. Ensuring Ethical Practice in Maintain Integrity, Confidentiality, and avoid Conflicts of interest.
- vi. Courtroom Advocacy on presenting Arguments, Examines witnesses, and follows Legal procedures.
- vii. Resolve disputes through Negotiation, Mediation, or Arbitration.
- viii. Protect Human rights and support fair Legal processes.
- ix. Offer Pro Bono Services including to provide free Legal Aid to Marginalized or Disadvantaged groups.
- x. And other duties or obligation as assigned by TASO

2.3 QUALIFICATIONS

Holder of Post Graduate Diploma in Legal Practice and Bachelor's Degree in Law (LL.B) from any recognized Institution. Masters in Law will be added advantage.

2.4 REMUNERATION

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3.1 LAWYER (52 POSTS)

3.1 REPORTING

Lawyer shall daily report to Advocate at TASO's Legal Department as per TASO's Human Resource Manual.

3.1 DUTIES AND RESPONSIBILITIES

- i. Provide clients with accurate Legal advice, guidance on Rights and Obligations.
- ii. Drafting Documents including Preparing and review Contracts, Agreements, Wills, and other Legal paper work.
- iii. Uphold professional Ethics, Confidentiality, and Integrity.
- iv. Advise Advocate on TASO businesses.
- v. Dispute Resolution includes; engaging in Mediation, Arbitration, and other Conflict resolution methods.
- vi. And other duties or obligation as assigned by TASO

3.3 QUALIFICATIONS

Holder of Bachelor's Degree in Law (LL.B) from any recognized Institution. A holder of Post Graduate Diploma in Legal Practice or Masters in Law will be added advantage.

3.4 REMUNERATION

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4.0. PARALEGAL (104 POSTS)

4.1 REPORTING

Paralegal shall daily report to Lawyer at TASO's Legal Department as per TASO's Human Resource Manual.

4.2 DUTIES AND RESPONSIBILITIES

- i. Carrying out educational programs in national or local languages on Legal issues and procedures concern to the community.
- ii. Assisting aided person in the procedures to obtain necessary legal documents;
- iii. Guiding an aided person to a proper forum or to access justice;
- iv. Advising the conflicting parties to seek amicable settlement or referring them to dispute settlement institutions.

4.3 QUALIFICATIONS

Certificate in law or Diploma in Law or Bachelor in Law or any Bachelor degree in any discipline from any recognized institution, who attended necessary Paralegal training as prescribed in the regulations.

4.4 REMUNERATION

As per TASO's Financial Guideline

5.0 GENERAL CONDITIONS

- i. For any applicant in any post, Attach Proof Payment of **Non-refundable** Application Fee of **TSH.30, 000/=** (Thirty Thousand Tanzanian Shillings only)
 - ❖ Account Number **015C0008ATT00 CRDB BANK**
 - ❖ Name **TANZANIAN AID SERVICES ORGANISATION (TASO)**



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- ii. Any successfully, applicant's tenure shall be **ONE-YEAR CONTRACT**, renewable depending on the Merits and Credibility of efficiency Personnel.
- iii. Applicants should apply on the strength of the information given in this advertisement
- iv. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail, telephone numbers, place of domicile and should indicate at least three reputable referees with their reliable contacts.
- v. Applicants must attach their certified copies of the following;
 - a. Postgraduate/Degree/Advanced Diploma/Diploma/Certificates and transcripts
 - b. Form IV and Form VI National Examination Certificates.
 - c. Legal Practice Certificate.
 - d. Birth certificate.
 - e. National ID or National ID number or Voters identity card.
- vi. If your names in your academic certificates are different from Birth Certificate and National ID you are required to have (Affidavit or Deed Pool from The Registrar of Oath at the Ministry of Lands, Housing and Human Settlements Development).
- vii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).
- viii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU).
- ix. Applicants with special needs/case (disability) are supposed or advised to indicate in his application letter and supportive authority shall be endorsed.
- x. Presentation of forged certificates and other information will necessitate to legal action.



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- xi. Application deadline shall be **23/03/2025** and Interview for each post is scheduled **12-16/04/2025** at different zones, only for successfully applicant will be communicated.

6.0 APPLICATION FEE

Any Suitable and Interested applicant into any post in this announcement is encouraged to apply where shall be required to pay a **non-refundable application fee of TZS 30,000/=** (Thirty Thousand Tanzanian Shillings only) into **TANZANIAN AID SERVICES ORGANISATION (TASO)**, CRDB BANK ACCOUNT Number **015C0008ATT00** For solely be applied towards the promotion of the objectives of TASO.

7.0 APPLICATION MODE

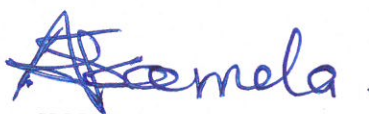
All application should be submitted via Electronic Mail: taso.org.tz@gmail.com copy to info@taso.org.tz addressed to:-

Chief Executive Officer,
TANZANIAN AID SERVICES ORGANISATION (TASO),
P.O.Box 1689,
DODOMA.

8.0 FOR MORE INFORMATION

Contact Us through;

- Mobile: **+255 686 257 257 or +255 615 397 199**
- WhastsApp: **+255 778 625 625 or +255 746 257 237**
- Website: www.taso.or.tz


KOMELA S A
TASO-CEO

