



Coalition for Women Human Rights Defenders Tanzania (CWHRDs Tz)

Vacancy Announcement

1.0 BACKGROUND

Coalition for Women Human Rights Defenders Tanzania (CWHRDs TZ) is “an affiliation of women who decided to come together to defend WHRDs who promote and protect human rights in Tanzania.” CWHRDs-TZ is a Non-Governmental Organization registered under the NGOs Act 2002 in 2019 and is based in Dar es Salaam in Tanzania.

To adequately fulfil its mandate and in line with the expansion of organizational activities in the country, the Coalition is inviting applications from suitably qualified and self-motivated Tanzanians of high personal integrity to apply for the vacant positions existing within the organization

2.0 VACANT POSITIONS

2.1 Legal and Protection Officer

Responsibilities

The Legal and Protection Officer will report to the Programme Manager in coordinating issues related to protection supports of women human rights defenders at risk as well as perform all duties related to legal protection, analysis and advocacy.

Key Qualification and experience

This position requires an experienced person with strong legal background and protection of women and children rights. The candidate should have analytical skills of both national and international legal systems related to human rights particularly the rights of women, girls, children and other marginalized groups. The candidate with Master’s degree in law or other related disciplines as well as three years working experience in NGOs nationally/internationally is highly preferred.

2.2 Intern/ Volunteer Assistant Accountant

Responsibilities

Responsible for overall CWHRDs TZ’s accountancy, prepare all financial reports of Coalition, making sure that all expenditures are properly authorized and recorded in the financial system, preparing and

reporting against budgets, ensure monthly bank reconciliation, ensuring adequate separation of duties transactions are initiated, reviewed and authorized by different people as well as supporting auditing every year.

Key qualifications and Experience

A minimum of bachelor in Finance, Accountancy, Business Administration, or other related qualifications. Must be able to perform accounting procedures, prepare and maintain accurate records, prepare accounting files & documents. Must have extensive knowledge in financial planning, donors funded grant management, budgeting processing, cost analysis and clear knowledge of general accepted accounting principles. Must be conversant with electronic accounting packages. Female applicant will be given preference.

How to apply

Prospective applicants should submit a one-page cover letter expressing motivation to the above positions and CV highlighting relevant experience to cwhrdstz@gmail.com **two weeks from the date of publication of this advert.**

Note: Only short-listed applicants will be contacted.