

UNIVERSITY OF DAR ES SALAAM



School of Law

VACANCIES

BACKGROUND

The University of Dar es Salaam Legal Aid Clinic operates under the University of Dar es Salaam School of Law and is responsible for providing *legal advice, legal representation, preparation of legal documents, and legal education*.

The Legal Aid Clinic was originally established in 1967 as the Legal Aid Committee, and it was officially transformed into the UDSM Legal Aid Clinic in 2025. Since its inception, the Committee has carried out its responsibilities with a high degree of integrity, professionalism, and volunteerism.

Following the enactment of the Legal Aid Act of 2017 and its Regulations of 2018, all legal aid service providers were required to be formally registered. Consequently, the Legal Aid Committee was transformed and registered as the University of Dar es Salaam Legal Aid Clinic under the provisions of the Legal Aid Act in 2025.

As part of its ongoing efforts to strengthen access to justice, promote safe communities, and enhance the use of legal technology in legal aid services, the Clinic has launched a new initiative funded by the German Development Cooperation (GIZ). This project, registered at the University of Dar es Salaam under registration number **UDSM-UCB/UDSoL/25511**, is titled "*Providing Legal Aid for Safe Communities, Tackling Gender-Based Violence, and Promoting Legal Tech for Legal Aid.*"

In line with this initiative, the University of Dar es Salaam Legal Aid Clinic now invites qualified and passionate individuals to apply for the following positions on short contract terms from November 2025.

1. PROJECT COORDINATOR - 1 POSITION

Location: University of Dar es Salaam School of Law- Mwalimu Nyerere Main Campus

A. REPORTING MECHANISM

The project Coordinator will be reporting to the Project Lead Consultant through the immediate supervisor for the performance of assigned duties and responsibilities.

B. Duties and Responsibilities:

Successful applicant shall be involved in:

- Leading and coordinating project activities in alignment with the project's objectives;
- Liaising with stakeholders, partners, and beneficiaries;
- Ensuring timely reporting and documentation of project progress;
- Any other duties assigned by the immediate supervisor.

C. Key Skills

- Strong interpersonal skills and excellent communication skills;
- Ability to work collaboratively in diverse teams;
- Excellent analytical skills, creative thinking, and problem-solving skills;
- Attention to detail;
- Ability to work effectively in a dynamic environment with changing needs and requirements;

D. Required Minimum Qualifications and Experience

- Possession of a PhD in Law from a recognized and accredited institution of higher learning;
- A practicing advocate with a valid registration;
- At least three (3) years of active legal practice;
- Proven experience in coordinating legal aid or social justice projects;
- Rich knowledge and sufficient experience in dealing with legal aid matters

2. PRACTICING ADVOCATE (LEGAL OFFICER) - 1 POSITION

Location: University of Dar es Salaam School of Law- Mwalimu Nyerere Main Campus

A. REPORTING MECHANISM

The Practicing Advocate (Legal Officer) will be reporting to the Project Lead Consultant through the immediate supervisor for the performance of assigned duties and responsibilities.

B. Duties and Responsibilities

Successful applicant shall be involved in:

- Providing legal aid services to project beneficiaries;
- Supporting legal awareness and outreach activities;
- Participating in documentation and reporting of legal aid cases and
- Any other duties assigned by the immediate supervisor.

C. Key Skills

- Strong interpersonal skills and excellent communication skills;
- Ability to work collaboratively in diverse teams;
- Excellent analytical skills, creative thinking, and problem-solving skills;
- Attention to detail;
- Ability to work effectively in a dynamic environment with changing needs and requirements;

D. Minimum Qualifications and Experience

- Possession of a Master's Degree in Law from a recognized and accredited institution of higher learning;
- Registered and in good standing with relevant legal bodies;
- At least three (3) years of active legal practice;
- Demonstrated commitment to access to justice and human rights.

3. PART -TIME COMMUNICATION/PUBLIC RELATIONS OFFICER - 1 POSITION

Location: University of Dar es Salaam School of Law- Mwalimu Nyerere Main Campus

A. REPORTING MECHANISM

Communication /Public Relations Officer will be reporting to the Project Lead Consultant for the performance of assigned duties and responsibilities.

B. Duties and Responsibilities

- Manage the Clinic's social media platforms and digital presence;
- Create engaging content to showcase project activities and impact;
- Support public communication and outreach efforts; and
- Perform any other duties and responsibilities as may be assigned by the supervisor.

C. Key Skills

- Strong writing and visual storytelling skills;
- Strong interpersonal skills and excellent communication skills;
- Ability to work collaboratively in diverse teams;
- Excellent analytical skills, creative thinking, and problem-solving skills;
- Attention to detail;
- Ability to work effectively in a dynamic environment with changing needs and requirements;

4. Minimum Qualifications and Experience

- Holder of a Bachelor Degree in Public Relations, Journalism or Mass Communication or equivalent qualification from a recognized reputable Institution.
- Experience in public communication, media engagement, or digital content creation.
- Ability to manage social media platforms professionally; and
- Three (3) years proven experience in Legal aid content reporting.

5. TERMS AND REMUNERATIONS

- The project is expected to run for a period of six months. Accordingly, successful applicants for the **Project Coordinator** and **Practicing Advocate (Legal Officer)** positions will be offered contracts for the full six-month duration.

The successful applicant for the Part-Time Communication/Public Relations Officer position will be engaged on a part-time basis.

- Attractive salary and other benefits will be paid to successful applicant.

5. HOW TO APPLY

Interested candidates of all genders and backgrounds should address their applications with motivation letters addressed to:

The Project Lead Consultant,

University of Dar es Salaam School of Law Legal Aid Clinic,

AB. Weston Building, Mkwajuni Road,

P.O. Box 35093,

Dar es Salaam - Tanzania.

G. APPLICATION SUBMISSION

Applications should be submitted through UDSM recruitment portal by using the following address and not otherwise:

https://hrmis.udsm.ac.tz/hrportal/index.php/application_list

H. NOTE

The University of Dar es Salaam Legal Aid Clinic is committed to equal opportunity and does not discriminate based on gender, ethnicity, disability, or any other status.

Applicants must attach

- A motivation letter;
- Updated Curriculum Vitae (CV) with at least three referees; and
- Copies of relevant academic and professional qualifications.

I. DEADLINE

One week from the date of first appearance of this advertisement.

**ISSUED BY THE OFFICE OF DEPUTY VICE CHANCELLOR – PLANNING,
FINANCE AND ADMINISTRATION**