

# Job Title: Legal Officer

## Access to Justice (2Post)

**Organisation:** Women Legal Aid Centre (WLAC)

**Duty Station:** Kibondo and Kasulu Districts

**Contract:** Fixed-term (12 months, renewable subject to funding and performance)

**Reporting to:** Project Coordinator

**Closing Date** 15<sup>th</sup> January 2026

### Project Overview

WLAC is implementing a donor-funded Project on Access to Justice to refugees and asylum seekers in Nduta and Nyarugusu Refugee Camps and Dar es Salaam, in coordination with UNHCR, MoHA, The project integrates Age, Gender and Diversity (AGD), Accountability to Affected Populations (AAP) ensuring their rights are protected.

### Role Summary

The Legal Officer will provide legal aid and case management support to refugees and asylum seekers, including legal counselling, documentation and court follow-up, to promote access to justice and protection of refugees and asylum seekers.

### Key Responsibilities

- Provide legal advice, counselling, and representation to refugees on civil, criminal, family, and administrative matters.
- Handle and document legal aid cases in accordance with WLAC and donor requirements
- Conduct community legal awareness sessions and rights education activities.
- Support referrals and coordination with courts, police, immigration and protection actors.
- Maintain accurate case files, data collection tools, and contribute to project reporting.
- Promote AGD, gender equality, disability inclusion, and AAP principles in all legal services.

### Required Qualifications & Experience

- Bachelor's degree in Law (LLB); admission to the Bar or eligibility to practice in Tanzania is an added advantage
- Minimum 3-5 years' experience providing legal aid or legal services, preferably in humanitarian or refugee contexts
- Strong knowledge of Tanzanian laws, human rights, and refugee protection frameworks.

### PSEA and Safeguarding

WLAC has zero tolerance for Sexual Exploitation, Abuse, and Harassment. All staff must comply with WLAC's Safeguarding and PSEA policies and humanitarian principles.

### Gender and Equal Opportunity

WLAC is committed to gender equality and inclusive programming. Qualified women are strongly encouraged to apply. Persons with disabilities and candidates from refugee-hosting communities are encouraged to apply.

### How to Apply

Submit a CV and cover letter to [recruitment@wlac.or.tz](mailto:recruitment@wlac.or.tz) with the subject:

**“Legal Officer – Access to Justice”.**

Only shortlisted candidates will be contacted.