

Job Title: Interpreter (KIBONDO & KASULU) (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: 15th 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

To provide accurate and confidential interpretation and communication support for legal services delivered to refugees and asylum seekers, including court proceedings, legal aid sessions, case follow-ups, documentation, and reporting, ensuring effective access to justice.

Key Responsibilities

- Providing interpretation services during court proceedings, including hearings, rulings, and court orders for refugee and asylum seeker cases.
- Attending court sessions and conducting case follow-ups to refugee and asylum seeker cases.
- Preparing and submitting daily case status reports on refugee and asylum seeker matters.
- Registering, recording, and updating pending refugee and asylum seeker cases and their status in courts of law.
- Accompanying lawyers during prison, police, and immigration visits to provide interpretation services.
- Supporting effective communication between lawyers, authorities and clients.

Required Qualifications & Experience

- * Fluency in speaking and writing Kirundi and English languages.
- * Good knowledge of Tanzanian legal system and court processes.
- * Self-starter with the ability to work with minimal supervision, manage priorities, and meet time-sensitive deadlines.
- * Demonstrated integrity, professionalism, and respect for confidentiality.
- * Prior experience working with refugees, asylum seekers, or legal aid organizations will be an added advantage.

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

Gender and Equal Opportunity 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 with the subject:
"Interpreter – Access to Justice".

Only shortlisted candidates will be contacted.