

## **The Tanganyika Law Society**

### **Background:**

The Tanganyika Law Society and the Canadian Bar Association (CBA) are implementing a program called Strengthening Access to Justice in Eastern Africa (SAJEA) Program. The SAJEA Program brings together key legal sector stakeholders, including judges, government and civil society organizations to work together collaboratively to advance access to justice nationally and regionally.

In Tanzania the SAJEA programme is undertaken under the auspices of the National Working Group which is coordinated by the Tanganyika Law Society and chaired by the Ministry of Constitutional Affairs and Justice (MOCAJ). The Tanganyika Law Society is also hosting the Program Support Office (PSO) of the SAJEA programme in Dar es Salaam.

The Tanganyika Law Society now seeks an intern to be based at Tanganyika Law Society Secretariat for a 3 month period (with possible extension of up to 9 month) to assist the coordinator of Tanzania National Working Group in the implementation of the program activities. The position will provide an opportunity for the volunteer/intern to enhance his/her capacity in human rights and in particular on issues of access to justice.

### **Responsibilities:**

The Internship will be for a 3 month period with possibility of extension of up to 9 month. The intern will be supervised by the SAJEA Tanzania Coordinator and shall report to the Chief Executive Officer of the Tanganyika Law Society. The duties of the Intern shall include but not be limited to:

- Assisting the coordinator in the implementation of the SAJEA Program in Tanzania;
- Undertaking research on best practice in access to justice in East Africa;
- Liaising with members of the TNWG with a view to monitor progress on activities;
- Upon instruction from the CEO or the TNWG coordinator prepare draft reports, TOR's and minutes of various meetings of the TNWG
- Any other duties that may from time to time be assigned.

### **Minimum Requirements:**

- Bachelors of Laws (LLB) Degree from a recognised university;
- Excellent communication skills in English;
- Demonstrated ability to undertake research and write scholarly reports;
- Basic knowledge on project management, monitoring and evaluation;
- Understanding of personal computers and related software applications, in particular e-mail and MS Office;
- Ability to work under pressure as circumstances dictate;
- Availability for weekend meetings and flexible hours as necessary;

- Creativity, innovativeness and flexibility;
- Tanzania national.

If you possess the above qualifications, please send

- A cover letter;
- A detailed curriculum vitae with a day time telephone contact and three referees; and
- 1 writing sample

To:

Chief Executive Officer,  
Tanganyika Law Society  
Plot 299, Ruhinde Street, Ada Estate  
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N.B. Preference is for applications sent by e-mail. Applications **MUST** be RECEIVED by Friday 14<sup>th</sup> January, 2011 at 5 p.m. Interviews shall be conducted two weeks after the closure of the application window.