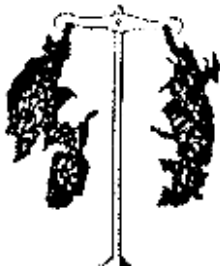


TRANSFORM JUSTICE



INTO PASSION

ZANZIBAR LEGAL SERVICES CENTRE (ZLSC)

House No. 33 Karume Road, Kijangwani, Zanzibar – Tanzania

P.O. Box 3360, Zanzibar, Tanzania

Tel.: +255 24 2233784 Fax: +255 24 2234495

E-Mail: info@zlsc.or.tz

Website: www.zlsc.or.tz

CALL FOR VOLUNTEER

LEGAL AID VOLUNTEER (1 POSITION)

Job Description: The **Legal Officer Volunteer** plays a key role in increasing access to justice for indigent individuals by providing legal education, advice, support, and, where necessary, litigation services. He or she will also be responsible for identifying issues for advocacy and documenting success stories that highlight the impact of legal aid services.

Key Responsibilities of the Legal Officer Volunteer:

- Provide legal aid services, including legal advice and representation, to clients.
- Facilitate the reconciliation and mediation of client disputes.
- Maintain and update the Legal Aid Management System (LAMS).
- Document success stories and impact narratives from legal aid clients.
- Identify legal and social issues from client cases for potential advocacy initiatives.
- Conduct gender analysis of Legal Aid Clinic (LAC) cases to inform advocacy efforts.
- Deliver high-quality legal aid services in line with professional standards.
- Support effective implementation of programme activities to achieve targeted outcomes.
- Ensure timely execution of assigned tasks and programme-related activities.
- Contribute to the realization of the Zanzibar Legal Services Centre (ZLSC) vision and mission.
- Perform any other duties as assigned by the supervisors.

Minimum Qualifications, Competencies, and Experience:

- A Bachelor of Laws (LLB) degree from a recognized University.
- Successful completion of Law School and attainment of a legal practicing certificate (or eligibility, if applicable).

General Application Requirements:

Applicants must submit the following documents:

- A detailed Curriculum Vitae (CV) including contact information (mobile/telephone number, email address, postal and physical address), along with a motivation letter.
- Certified copies of all relevant academic and professional certificates, including Form IV and VI certificates, university degree, academic transcripts, birth certificate, and any other applicable documents.
- Contact details of three (3) referees, including their full names, mobile phone numbers, email addresses, and postal addresses

Mode of Application

All applications should be submitted to the Zanzibar Legal Services Centre either by post or via email, using the contact details provided below:

Chief Executive Officer

Zanzibar Legal Services Centre

P.O. Box 3360, Zanzibar- Tanzania

OR

E-Mail: info@zlsc.or.tz

Website: www.zlsc.or.tz

Application Deadline: June 20, 2025

Please note that applications will be reviewed on a rolling basis, and the position may be filled before the stated deadline. Interested candidates are therefore encouraged to submit their applications as early as possible.