



<b>Title: Marketing Officer (1 Position) - Internship</b>	
<b>Organization:</b> Tanzania Women Chamber of Commerce (TWCC)	<b>Duty Station:</b> Dar es salaam
<b>Type of Contract:</b> Full Time	<b>Reporting:</b> Membership Services and Outreach manager
<b>Appointing Period:</b> 6 Months with a possibility of full employment	<b>Starting Date:</b> February, 2026
<p><b>Background:</b></p> <p>The Tanzania Women Chamber of Commerce (TWCC), established in 2005 (20 years ago), is the leading umbrella organization promoting women's economic empowerment in Tanzania. As a national apex body, TWCC focuses on supporting women entrepreneurs through policy advocacy, business development services, mentorship, market access, and financial linkages. The Chamber works closely with both public and private sector stakeholders to create a more inclusive and supportive business environment for women.</p> <p>TWCC has a strong and growing membership base, with over 20,000 registered members and a reach of more than one million women across various sectors every year. It operates through 26 regional chapters on the mainland and two in Zanzibar (Unguja and Pemba). TWCC also works with 20 sectoral women's associations and women-owned businesses of all sizes, from microenterprises to large firms. Additionally, it manages 12 cross-border trade platforms, supporting women engaged in trade across the East African Community and SADC region.</p> <p>The Chamber's key objective is to bring together women entrepreneurs especially those in the informal sector to encourage business formalization and growth. By offering capacity-building programs, policy advocacy, and access to essential services, TWCC helps reduce poverty among women and supports their full participation in the national economy.</p>	
<p><b>Key Responsibilities</b></p> <p><b>Market Access &amp; Linkages</b></p> <ul style="list-style-type: none"> <li>Research and identify potential markets, buyers, and distribution channels for members' products and services</li> </ul>	



- Support linking members with buyers, wholesalers, distributors, and business partners
- Collect and share market information relevant to members

### **Product Promotion & Exhibitions**

- Promote members' products and services during exhibitions, trade fairs, and networking events
- Support planning, setup, and coordination of TWCC exhibition booths
- Represent TWCC and its members at business events and promotional forums

### **Business Community Engagement**

- Engage with the business community to promote TWCC market access services
- Collect market leads, contacts, and feedback during outreach activities

### **Reporting & Coordination**

- Document market linkage activities and exhibition outcomes
- Prepare simple activity and field reports
- Coordinate with internal teams to support member market access needs

### **Other Duties**

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Perform other duties as assigned by the CEO.

### **Qualifications and Requirements**

- Graduate in Marketing, Business Administration, Entrepreneurship, Economics, or related fields
- Strong interest in market access, sales, and business development
- Good networking, negotiation, and interpersonal skills
- Willingness to work in the field and attend exhibitions and events
- Good communication skills in English and Swahili
- Passion for women-led businesses and SME development



## Application Procedure

Kindly send your application details (motivational Letter, CV and Certificates) to the address below via provided email address. Closing date for this application is 5<sup>th</sup> February 2026.

Executive Director,

Tanzania Women Chamber of Commerce (TWCC)

Oasis Office Park, Haile Selassie Road-Masaki

P. O Box 5591,

Dar es Salaam, Tanzania

E-mail address: [recruitment@twcc-tz.rg](mailto:recruitment@twcc-tz.rg)

Website: [www.twcc-tz.org](http://www.twcc-tz.org)

TWCC provides equal opportunity for all, only successful candidates will be contacted, and an attractive internship allowance will be offered to the successful candidate.



<b>Title: Membership development Officer - Recruitment and Outreach (1 Position) - Internship</b>	
<b>Organization:</b> Tanzania Women Chamber of Commerce (TWCC)	<b>Duty Station:</b> Dar es salaam
<b>Type of Contract:</b> Full Time	<b>Reporting:</b> Membership Services and Outreach manager
<b>Appointing Period:</b> 6 Months with a possibility of full employment	<b>Starting Date:</b> February, 2026
<p><b>Background:</b></p> <p>The Tanzania Women Chamber of Commerce (TWCC), established in 2005 (20 years ago), is the leading umbrella organization promoting women's economic empowerment in Tanzania. As a national apex body, TWCC focuses on supporting women entrepreneurs through policy advocacy, business development services, mentorship, market access, and financial linkages. The Chamber works closely with both public and private sector stakeholders to create a more inclusive and supportive business environment for women.</p> <p>TWCC has a strong and growing membership base, with over 20,000 registered members and a reach of more than one million women across various sectors every year. It operates through 26 regional chapters on the mainland and two in Zanzibar (Unguja and Pemba). TWCC also works with 20 sectoral women's associations and women-owned businesses of all sizes, from microenterprises to large firms. Additionally, it manages 12 cross-border trade platforms, supporting women engaged in trade across the East African Community and SADC region.</p> <p>The Chamber's key objective is to bring together women entrepreneurs especially those in the informal sector to encourage business formalization and growth. By offering capacity-building programs, policy advocacy, and access to essential services, TWCC helps reduce poverty among women and supports their full participation in the national economy.</p>	
<p><b>Key Responsibilities</b></p> <p><b>Membership Recruitment</b></p> <ul style="list-style-type: none"> <li>Identify and recruit potential members from the business community</li> </ul>	



- Conduct membership outreach to women entrepreneurs, SMEs, and professionals
- Explain TWCC membership benefits, services, and programs
- Support registration, onboarding, and documentation of new members

### **Outreach & Engagement**

- Represent TWCC at business events, forums, and exhibitions for membership promotion
- Support membership campaigns and recruitment drives
- Follow up with prospective members and maintain a membership leads database

### **Education & Awareness**

- Educate entrepreneurs and businesses on TWCC's role, services, and opportunities
- Support dissemination of membership-related information during outreach activities

### **Reporting & Coordination**

- Track and report on membership recruitment activities and results
- Maintain updated membership records and outreach reports
- Coordinate with internal teams to ensure smooth member onboarding

### **Other Duties**

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Perform other duties as assigned by the CEO.

### **Qualifications and Requirements**

- Graduate in Marketing, Business Administration, Sociology, Entrepreneurship, or related fields
- Strong interest in membership development, sales, and outreach
- Excellent interpersonal, persuasion, and communication skills
- Confident, proactive, and target-oriented



- Ability to communicate in English and Swahili
- Interest in women empowerment and private sector development

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<b>Title: Membership Information management Officer (1 Position) - Internship</b>	
<b>Organization:</b> Tanzania Women Chamber of Commerce (TWCC)	<b>Duty Station:</b> Dar es salaam
<b>Type of Contract:</b> Full Time	<b>Reporting:</b> Administration Unit
<b>Appointing Period:</b> 6 Months with a possibility of full employment	<b>Starting Date:</b> February, 2026
<p><b>Background:</b></p> <p>The Tanzania Women Chamber of Commerce (TWCC), established in 2005 (20 years ago), is the leading umbrella organization promoting women's economic empowerment in Tanzania. As a national apex body, TWCC focuses on supporting women entrepreneurs through policy advocacy, business development services, mentorship, market access, and financial linkages. The Chamber works closely with both public and private sector stakeholders to create a more inclusive and supportive business environment for women.</p> <p>TWCC has a strong and growing membership base, with over 20,000 registered members and a reach of more than one million women across various sectors every year. It operates through 26 regional chapters on the mainland and two in Zanzibar (Unguja and Pemba). TWCC also works with 20 sectoral women's associations and women-owned businesses of all sizes, from microenterprises to large firms. Additionally, it manages 12 cross-border trade platforms, supporting women engaged in trade across the East African Community and SADC region.</p> <p>The Chamber's key objective is to bring together women entrepreneurs especially those in the informal sector to encourage business formalization and growth. By offering capacity-building programs, policy advocacy, and access to essential services, TWCC helps reduce poverty among women and supports their full participation in the national economy.</p>	
<p><b>Key Responsibilities</b></p> <p><b>Membership Database Management</b></p> <ul style="list-style-type: none"> <li>• Enter, update, and maintain accurate membership data in TWCC's database</li> <li>• Ensure completeness and accuracy of member profiles, contacts, and business information</li> <li>• Regularly clean, verify, and update membership records</li> </ul>	



### **Data Management & Reporting**

- Generate membership reports (active members, new registrations, renewals, lapsed members)
- Support preparation of membership statistics for management, donors, and programs
- Track membership status, payments (where applicable), and renewal timelines

### **Coordination & Support**

- Coordinate with Membership Development and Marketing Officers to update new member data
- Support onboarding by ensuring new members are properly registered in the system
- Respond to internal requests for membership data and reports

### **Data Protection & Organization**

- Ensure confidentiality and secure handling of membership data
- Organize digital and physical membership files according to TWCC procedures

### **System Improvement**

- Support improvement of membership database systems and tools
- Assist in digitization of paper-based membership records (if applicable)
- Suggest improvements to data collection and management processes

### **Other Duties**

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Perform other duties as assigned by the CEO.

### **Qualifications and Requirements**

- Graduate in Information Management, Records Management, ICT, Business Administration, Statistics, or related fields
- Strong data entry, record-keeping, and organizational skills
- High level of accuracy and attention to detail
- Basic computer skills (MS Excel, Word, Google Sheets; database experience is an added advantage)
- Ability to handle confidential information responsibly
- Good communication skills in English and Swahili





- Interest in working with data and membership-based organizations

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<b>Title: Policy Research and Advocacy Officer (1 Position) - Internship</b>	
<b>Organization:</b> Tanzania Women Chamber of Commerce (TWCC)	<b>Duty Station:</b> Dar es salaam
<b>Type of Contract:</b> Full Time	<b>Reporting:</b> Membership Services and Outreach manager
<b>Appointing Period:</b> 6 Months with a possibility of full employment	<b>Starting Date:</b> February, 2026
<p><b>Background:</b></p> <p>The Tanzania Women Chamber of Commerce (TWCC), established in 2005 (20 years ago), is the leading umbrella organization promoting women's economic empowerment in Tanzania. As a national apex body, TWCC focuses on supporting women entrepreneurs through policy advocacy, business development services, mentorship, market access, and financial linkages. The Chamber works closely with both public and private sector stakeholders to create a more inclusive and supportive business environment for women.</p> <p>TWCC has a strong and growing membership base, with over 20,000 registered members and a reach of more than one million women across various sectors every year. It operates through 26 regional chapters on the mainland and two in Zanzibar (Unguja and Pemba). TWCC also works with 20 sectoral women's associations and women-owned businesses of all sizes, from microenterprises to large firms. Additionally, it manages 12 cross-border trade platforms, supporting women engaged in trade across the East African Community and SADC region.</p> <p>The Chamber's key objective is to bring together women entrepreneurs especially those in the informal sector to encourage business formalization and growth. By offering capacity-building programs, policy advocacy, and access to essential services, TWCC helps reduce poverty among women and supports their full participation in the national economy.</p>	
<p><b>Key Responsibilities</b></p> <p><b>Policy Research &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>• Conduct desk and field research on policies, laws, regulations, and business environment issues affecting women entrepreneurs</li> <li>• Collect and analyse qualitative and quantitative data from members and stakeholders</li> </ul>	



- Support preparation of policy briefs, position papers, and research reports
- Track and summarize relevant policy developments, reforms, and government initiatives

### **Advocacy & Stakeholder Engagement**

- Support planning and implementation of advocacy strategies and campaigns
- Participate in policy dialogues, consultative meetings, and stakeholder forums
- Support engagement with government institutions, private sector actors, and development partners
- Document advocacy activities, outcomes, and key policy issues raised

### **Member & Business Community Engagement**

- Collect policy-related challenges and recommendations from TWCC members
- Support consultations, focus group discussions, and surveys with women entrepreneurs
- Ensure members' voices are reflected in TWCC advocacy positions

### **Reporting & Coordination**

- Prepare activity reports, research summaries, and advocacy updates
- Maintain organized records of research data and policy documents
- Coordinate with Communications, Membership, and Marketing teams for advocacy support

### **Other Duties**

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Perform other duties as assigned by the CEO.

### **Qualifications and Requirements**

- Graduate in Public Policy, International Studies, Development Studies, Social Science, Business Administration, or other related fields
- Strong skills in data collection, analysis, and report writing
- Ability to conduct surveys, policy reviews, and impact assessments
- Strong presentation and stakeholder engagement skills
- High level of accuracy and attention to detail
- Ability to handle confidential information responsibly
- Good communication skills in English and Swahili



- Interest in working with membership-based organizations

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