



Career with BRAC Tanzania Finance Limited

BRAC Tanzania Finance Limited (BTFL) is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

Administration and Public Relations Manager

To oversee and manage all administrative operations, ensuring efficient office management, compliance with regulatory requirements, and effective coordination of travel, accommodation, security, staff support services and overall cost management of Administrations functions.

Job Responsibilities:

1. Administrative Management

Oversee daily office operations, maintain records and documentation, manage office supplies/assets, supervise administrative staff, and ensure cost-effective administration functions.

2. Security Management

Coordinate office and facility security systems, supervise security personnel/providers, monitor access control and incidents, and provide security guidance to visitors.

3. Permits and Visa Management

Manage work permits, visas, and related documentation for expatriates and visitors, ensuring compliance with immigration requirements and timely renewals.

4. OSHA / Health & Safety Compliance

Ensure compliance with occupational health and safety regulations, conduct inspections and risk assessments, deliver safety training, and maintain incident records with corrective actions.

5. Travel Management (Flights & Logistics)

Coordinate local and international travel arrangements, flight bookings, itineraries, and travel documentation while ensuring compliance with company travel policies and cost efficiency.

6. Accommodation & Residential Management

Manage staff and visitor accommodation, oversee company residences, coordinate maintenance and utilities, and liaise with landlords to ensure safe and comfortable living conditions.

7. Vendor & Stakeholder Management

Manage relationships with vendors, contractors, government agencies, NGOs, and other stakeholders; negotiate contracts and monitor service delivery standards.

8. Compliance & Reporting

Ensure administrative compliance with company policies and legal requirements, prepare operational and cost reports, and support audits and inspections.

9. Public Relations

Maintain positive relationships with government ministries, regulatory bodies, private institutions, and external partners to support smooth organizational operations and representation.

Safeguarding Responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals for safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.



Required Qualifications and Experience:

- Bachelor's degree in business administration, Management, or related field.
- Minimum 5–8 years of experience in administration or operations management.
- Experience in visa/permit processing and travel coordination is essential.
- Knowledge of occupational health and safety standards (OSHA).
- Strong organizational and multitasking skills
- Excellent communication and interpersonal abilities
- Knowledge of regulatory compliance and documentation
- Problem-solving and decision-making skills
- Vendor and stakeholder management
- Attention to detail and high level of integrity

Employment type: Permanent

Job Location: Country HQ, Dar es salaam

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational level, years of experience, and expected salary at recruitment.tanzania@brac.co.tz quoting the job title on the email subject (**Administration and Public Relation Manager**).

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 15th May 2026

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.



Career with BRAC Tanzania Finance LTD

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BRAC Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

Legal and Recovery Officer (1)

To provide legal expertise and services to BRAC in Tanzania, i.e. to develop and implement strategies on proper legal recovery of the overdue loans, review and prepare loan agreements and other corporate and legal documents, assistance on the interpretation and translation of country legislations, litigation of civil, recovery, and labour cases.

Job Responsibilities:

- To develop and implement proper strategies on recovery of the overdue loans
- To make follow up on recoveries cases at Primary, District, High court and District Land and Housing Tribunal across the country and maintain a list of recovery cases
- Carry out legal research and offer legal advice and guidance on proactive compliance with new legislation and or best practices likely to affect the Microfinance business, policy and operating environment
- Regularly review fraud investigation reports and findings and make recommendations for appropriate legal action.
- Closely follow up on cases reported to police stations and hold watching briefs in criminal proceedings in courts of law in respect of matters reported by the company and accordingly report progress
- Submit monthly reports on new and existing legal suits by and against the company, progress of credit recovery cases assigned for collection, trend and exposure analysis thereof, and recommend strategies.
- Regularly review and perfect documentation for Credit facilities to Microfinance customers in line with Microfinance policy and relevant legislation
- To review and prepare contracts and other corporate and legal documents
- Training of staff in all legal issues arising out of BRAC in Tanzania operations including assisting the company in identifying genuine securities
- To coordinate and oversee legal compliance-related activities across field offices in the country and, within delegated authority, to represent BRAC Tanzania in legal litigations in courts and quasi-judicial bodies.
- Participate, from time to time, in reviews and amendments of various BRAC Policies and Procedures.
- Preparation of progress and annual legal affairs reports.

Safeguarding responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.



Required Qualifications and Experience:

- Bachelor's degree of Laws degree and Post Graduate Diploma in Legal Practise. Must be a Registered Advocate.
- Minimum 2 years' experience in legal practices especial litigation
- Excellent knowledge on recovery cases and in all legal matters related to the operations of the company and more categorically on laws governing financial institutions
- Demonstrated knowledge on labour matters
- Planning skills including ability to work accurately and meet deadlines
- Demonstrated mature sense of judgment
- Management of Diversity at workplace
- Excellent communication and presentation skills including excellent written and verbal communication skills in English
- Ability to work under pressure
- Strong problem-solving skills
- Demonstrates strong analytical skills and ability to conduct comprehensive legal research on a range of issues, including those of a unique and/or complex nature.
- Demonstrates discretion and sound judgment in applying legal expertise to sensitive, complex legal and administrative issues.
- Ability to influence others to reach agreement.
Computer literate with effectively use of basic applications such as MS Word, Excel, and PowerPoint

Employment type: Permanent

Job Location: Mwanza

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Email your CV and cover letter, mentioning the job title (Legal Officer) in the subject line at recruitment.tanzania@brac.co.tz

Only complete applications will be accepted and short-listed candidates will be contacted:

Application deadline: 15th May 2026

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