

# AFRICA SOCIAL SECURITY ASSOCIATION



Mafao House, 8th Floor, Old Moshi Road, P. O. Box 1394, Arusha - Tanzania | [www.assa-africa.org](http://www.assa-africa.org)

## VACANCY ANNOUNCEMENT

### VOLUNTEER POSITION

# LEGAL OFFICER

Legal Department

DUTY STATION	CONTRACT TYPE	CLOSING DATE
Arusha, Tanzania	Full-Time	15 July 2026

The Africa Social Security Association (ASSA), headquartered in Arusha, Tanzania - is a continental, membership-based body established by social security institutions in Africa with a mandate to foster collaboration, cooperation in promoting the development of social security and support the growth of social protection systems in the continent.

ASSA is seeking a motivated volunteer Legal Officer to join its Secretariat, reporting to the Secretary General. **Arusha-based candidates are preferred.**

#### Key Responsibilities

- Provide legal research and advisory support on matters relating to ASSA's governance instruments, statutes, and by-laws
- Draft, review, and manage contracts, memoranda of understanding, and agreements with member institutions and partners
- Support the Secretary General's office in preparing legal documentation for Governing Council and General Assembly meetings
- Monitor compliance with host country legal and regulatory requirements applicable to the Secretariat
- Assist in reviewing correspondence, policies, and procedures to ensure legal soundness and consistency
- Maintain the Secretariat's legal and institutional records, including a register of agreements and resolutions
- Liaise with member institutions and external legal counsel as required

#### Minimum Qualifications

- Bachelor of Laws (LLB) degree from a recognised university
- Admission to the Bar in a jurisdiction recognised by ASSA is required
- 0-2 years of post-qualification experience; fresh graduates with strong academic records are encouraged to apply
- Working knowledge of institutional, contract, or corporate law; exposure to social security or labour law is an added advantage
- Excellent legal drafting, research, and analytical skills
- Fluency in English required
- Arusha-based candidates are preferred
- High level of integrity, discretion, and attention to detail

#### How to Apply

Send a cover letter, CV, and academic/professional certificates to [secretariat@assa-africa.org](mailto:secretariat@assa-africa.org), subject line "Application - Legal Officer," by **15 July 2026**. Only shortlisted candidates will be contacted.

*ASSA is an equal opportunity employer and welcomes applications from qualified candidates across its member countries.*

Mafao House, 8th Floor, Old Moshi Road, P. O. Box 1394, Arusha - Tanzania | [secretariat@assa-africa.org](mailto:secretariat@assa-africa.org) | [www.assa-africa.org](http://www.assa-africa.org)