



We're Hiring

We're looking for qualified professionals to join our team at BRAC Tanzania Finance Limited to fill the vacancies below;

- **Assistant Legal manager**
- **Legal & Recovery Officer**



All application must be send through:
recruitment.tanzania@brac.co.tz

The application deadline is **30.09.2026**





Career with BRAC Tanzania Finance LTD (Re-

advertisement)

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.

Assistant Legal Manager

Provide legal expertise and corporate governance support to BRAC Tanzania Finance LTD by offering legal advice on the interpretation and application of laws, managing litigation and legal claims, drafting and reviewing contracts and other legal instruments, ensuring compliance with statutory and regulatory requirements, and supporting Company Secretary services, including Board support, statutory filings, and maintenance of corporate records.

Job Responsibilities:

1. Filing annual returns of BRAC Tanzania Finance LTD at BRELA. Other documents which must be filed include the directors' report and auditors' report (unless the company is exempt), and financial statements, including details of the company's assets and liabilities.
2. Arranging meetings of the directors and the shareholders. This responsibility will involve the issue of proper notices of meetings, preparation of agenda, circulation of relevant papers and taking and producing minutes to record the business transacted at the meetings and the decisions taken.
3. Informing BRELA of any significant changes in the company's structure or management, for example the appointment or resignation of directors.
4. Establish and maintain the company's registered office as the address for any formal communications. Ensuring that all the company's business stationery carries its name, registered number, country of registration and registered address. These details must also appear on the company website, emails, order forms and invoices.
5. Ensuring the security of the company's legal documents, including for example, the certificate of incorporation and memorandum and articles of association.
6. Deciding on the company's policy for the filing and retention of documents.
7. Advising directors on their duties and ensuring that they comply with corporate legislation and the articles of association of the company.
8. To assist the Company Secretary in providing legal advice and assistance to the Management and staff of BRAC Tanzania Finance LTD;
9. To monitor, review and promote BRAC Tanzania Finance LTD compliance to government rules and of various regulatory agencies;
10. To coordinate and oversee legal related activities across field offices in the country and, within delegated authority, to represent BRAC Tanzania Finance LTD in legal litigations in courts and quasi-judicial bodies;
11. To conduct all types of documentation drafting and review for supporting the requirement of BRAC entities in Tanzania
12. From time to time, and as the need arises, to undertake staff trainings on Labour and other laws relevant to BRAC Tanzania Finance LTD operations;
13. Participate, from time to time, in reviews and amendments of various BRAC Tanzania Finance LTD Policies and Procedures;
14. Preparation of progress and annual legal affairs reports; and
15. Other functions as will be determined from time to time by the Management as the case may be

Safeguarding

1. Establish a safeguarding culture across all levels of the programme by implementing the safeguarding policy. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
2. Responsible to ensure team members are appropriately trained, supported and have access to resources regarding issues that are identified and actioned in accordance with the safeguarding policy and procedure.
3. Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

Required Qualifications and Experience:

1. Must have university degree in Laws, (master's degree is added advantage)
2. Must be registered as Advocate
3. At least five (5) years of experience in legal practice
4. Knowledge of Industrial Relation
5. Negotiation skills
6. Analytical skills: Ability to assess legal problems and quickly, through multidisciplinary approach, develop realistic solutions
7. Demonstrated record on Mediation and Arbitration
8. Planning skills including ability to work accurately and meet deadlines
9. Demonstrated mature sense of judgment
10. Strong interpersonal and communication skills including excellent written and verbal communication skills in English
11. Management of Diversity at workplace
12. Computer literate with effectively use of basic applications such as MS Word, Excel, and PowerPoint

Employment type: Permanent

Job Location: Dar es Salaam, Tanzania

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 (**Assistant Legal Manager**).

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

Application deadline: 30th September 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

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: Kilimanjaro

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 and Recovery Officer) in the subject line at recruitment.tanzania@brac.co.tz

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

Application deadline: 30th September 2026

BRAC is committed to safeguarding children, young people and 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 policy and procedure include extensive background checks and disclosure of criminal records to fully ensure safeguarding.

BRAC is an equal opportunities employer