

Job Title: Project Coordinator

Access to Justice (1Post)

Organisation: Women Legal Aid Centre (WLAC)

Duty Station: Kibondo and Kasulu Districts

Contract: Fixed-term (12 months, renewable subject to funding and performance)

Reporting to: Program Manager

Closing Date: 15th January 2026

Project Overview

WLAC is implementing a donor-funded Project on Access to Justice to refugees and asylum seekers in Nduta and Nyarugusu Refugee Camps and Dar es Salaam, in coordination with UNHCR, MoHA. The project integrates Age, Gender and Diversity (AGD), Accountability to Affected Populations (AAP) ensuring their rights are protected.

Role Summary

The Project Coordinator will oversee day-to-day project coordination, ensure quality implementation, donor compliance, and effective reporting, while upholding protection, safeguarding, and gender equality standards.

Key Responsibilities

- Coordinate and monitor the overall implementation of Access to Justice Program in both camps/host communities.
- Develop and monitor work plans, budgets, and activity schedules including support budget tracking, expenditure monitoring
- Support accurate budget tracking and expenditure monitoring, assist with procurement requests and logistical coordination, and ensure full compliance with organizational policies and donor financial procedures
- Supervision of project staff, volunteers, and community incentive workers to ensure project objectives, outputs, and indicators are met effectively and efficiently.
- Support monitoring, evaluation, data collection, and donor reporting
- Ensure integration of protection, AGD, AAP, and gender principles
- Coordinate, compile, review, and edit all project reporting (both internal and external), ensuring high quality and timely report submission in line with donor compliance requirements, managing monthly and quarterly reports.
- Working closely with the Management to design proposal development for fundraising, project planning, and implementation.
- Maintain good working relationships with stakeholders, Government, UNHCR, and NGOs to enhance multi-agency and multi-sectorial cooperation and coordination.
- Ensure adherence to organizational policies, PSEA, including safeguarding, child protection, and code of conduct.

Required Qualifications & Experience

- Bachelor's degree in Law, Social Sciences, Development Studies, or related field
- Minimum 5 years' experience coordinating humanitarian or development projects, preferably in refugee contexts
- Strong knowledge of access to justice, protection, and human rights programming

PSEA and Safeguarding

WLAC has zero tolerance for Sexual Exploitation, Abuse, and Harassment. All staff must comply with WLAC's Safeguarding and PSEA policies and humanitarian principles.

Gender and Equal Opportunity

WLAC is committed to gender equality and inclusive programming. Qualified women are strongly encouraged to apply. Persons with disabilities and candidates from refugee-hosting communities are encouraged to apply.

How to Apply

Submit a CV and cover letter to recruitment@wlac.or.tz with the subject: "Project Coordinator – Access to Justice."

Only shortlisted candidates will be contacted.