



The Legal Services Facility (LSF) is a registered non-governmental organization (NGO), operating under Registration No. 00NGO/R2/00011. LSF was established to provide funding on an equal-opportunity basis to organizations offering legal aid and paralegal services across Mainland Tanzania and Zanzibar. These services empower individuals to claim their rights, seek redress for grievances, and protect their fundamental human rights.

LSF is currently implementing the Sauti ya Mwanamke project, funded by the European Union through ENABEL. This flagship initiative focuses on advancing gender justice by empowering women and girls to know, claim, and defend their rights. It addresses structural and systemic barriers to gender equality, promotes women's leadership, and strengthens the capacity of women-led legal aid organizations. The project supports a nationwide network of approximately 4,000 community-based paralegals, organized under 184 district-based paralegal organizations, who deliver grassroots legal aid services and mobilize communities to access justice.

In support of this effort, LSF is seeking a Grants Officer to effectively manage a dynamic portfolio of grants under the Sauti ya Mwanamke project. The Grants Officer will be responsible for ensuring compliance with donor requirements, facilitating timely and high-quality project implementation, and providing ongoing technical and operational support to grant recipients. This role is critical to achieving the project's goals of promoting inclusive access to justice and strengthening the capacity of grassroots legal aid providers, particularly those led by and serving women.

JOB TITLE: Grants Officer

Location: Dar es Salaam

Reports to: Finance & Grants Manager

The Role

1.0 Job purposes

The Grants Officer will effectively manage a portfolio of grants and provide support to grant holders in order to facilitate the delivery of quality projects on time and on budget. S/he coordinates the administrative and financial aspects of grants, and grantees agreements by reviewing budget completeness, and coordinates post award actions. Is responsible for timely preparations of all payments and proper management of cash, entry of financial data in the GL, and bank related activities.

2.0 Reporting lines

Grants Officer will report to Finance & Grants Manager

3.0 Key responsibilities and tasks:

The Grants Officer's specific responsibilities will include, but are not limited to:

- Participate in site visits of current and future grantees, evaluating usage of grant funds and administrative areas to determine level of risk; provide recommendations to grant execution based on assessment.
- In consultation with the Grants and Finance Manager, provide direction and guidance to Grantees on fund management and control, as needed.
- Support the Grants & Finance Manager in the conduct of post-award orientation meetings with the grantees to ensure that all terms/conditions of the contract /grant were understood.
- In coordination with the Grants & Finance Manager, perform periodic evaluations in order to review compliance with grant requirements. Detect and resolve implementation problems.
- Support the Grants & Finance Manager in the administration and oversight of grant expenditures in accordance with LSF guidelines.
- Maintain good reporting processes for all grants, reporting any grants pipeline issues to management on a monthly basis.
- Assist with tracking costs of grants
- Maintain and update a detailed grants status calendar and grants filing system (physical & electronic)
- Ensure the proper presentation and safekeeping of accurate and complete supporting information for audit purposes

- Assist in the preparation of all supporting information for audits and contacting finance and accounting staff as needed
- Adheres to internal and donor policy requirements on awards and financial management

4.0 Qualifications: A combination of the experience, skills, and education listed below that provides an equivalent background to perform the work of this position.

Experience, Skills, and Education:

- Bachelor degree in Finance or Accounting.
- Experience of working in a similar job in an NGO for at least 3 years.
- Proficiency in Excel and MS Word
- Strong writing and editing skills
- Experience in budget review and monitoring with development projects
- Experience in budget analysis and cost controls in development projects
- Demonstrated capacity to work effectively with teams
- Ability to prepare presentations and reports
- Willingness to work and travel in all project areas

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

APPLICATION INSTRUCTIONS: If you are Tanzanian and qualified for any of the above post. The application deadline is Friday 30th May,2025. Only short-listed candidates will be notified.

APPLY HERE