



Title: Membership development Officer - Recruitment and Outreach (1 Position) - Internship

Organization: Tanzania Women Chamber of Commerce (TWCC)	Duty Station: Dar es salaam
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Type of Contract: Full Time	Reporting: Membership Services and Outreach manager
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Appointing Period: 6 Months with a possibility of full employment	Starting Date: February, 2026
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Background:

The Tanzania Women Chamber of Commerce (TWCC), established in 2005 (20 years ago), is the leading umbrella organization promoting women's economic empowerment in Tanzania. As a national apex body, TWCC focuses on supporting women entrepreneurs through policy advocacy, business development services, mentorship, market access, and financial linkages. The Chamber works closely with both public and private sector stakeholders to create a more inclusive and supportive business environment for women.

TWCC has a strong and growing membership base, with over 20,000 registered members and a reach of more than one million women across various sectors every year. It operates through 26 regional chapters on the mainland and two in Zanzibar (Unguja and Pemba). TWCC also works with 20 sectoral women's associations and women-owned businesses of all sizes, from microenterprises to large firms. Additionally, it manages 12 cross-border trade platforms, supporting women engaged in trade across the East African Community and SADC region.

The Chamber's key objective is to bring together women entrepreneurs especially those in the informal sector to encourage business formalization and growth. By offering capacity-building programs, policy advocacy, and access to essential services, TWCC helps reduce poverty among women and supports their full participation in the national economy.

Key Responsibilities

Membership Recruitment

- Identify and recruit potential members from the business community



- Conduct membership outreach to women entrepreneurs, SMEs, and professionals
- Explain TWCC membership benefits, services, and programs
- Support registration, onboarding, and documentation of new members

Outreach & Engagement

- Represent TWCC at business events, forums, and exhibitions for membership promotion
- Support membership campaigns and recruitment drives
- Follow up with prospective members and maintain a membership leads database

Education & Awareness

- Educate entrepreneurs and businesses on TWCC's role, services, and opportunities
- Support dissemination of membership-related information during outreach activities

Reporting & Coordination

- Track and report on membership recruitment activities and results
- Maintain updated membership records and outreach reports
- Coordinate with internal teams to ensure smooth member onboarding

Other Duties

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Perform other duties as assigned by the CEO.

Qualifications and Requirements

- Graduate in Marketing, Business Administration, Sociology, Entrepreneurship, or related fields
- Strong interest in membership development, sales, and outreach
- Excellent interpersonal, persuasion, and communication skills
- Confident, proactive, and target-oriented



- Ability to communicate in English and Swahili
- Interest in women empowerment and private sector development

Application Procedure

Kindly send your application details (motivational Letter, CV and Certificates) to the address below via provided email address. Closing date for this application is 5th February 2026.

Executive Director,

Tanzania Women Chamber of Commerce (TWCC)

Oasis Office Park, Haile Selassie Road-Masaki

P. O Box 5591,

Dar es Salaam, Tanzania

E-mail address: recruitment@twcc-tz.rg

Website: www.twcc-tz.org

TWCC provides equal opportunity for all, only successful candidates will be contacted, and an attractive internship allowance will be offered to the successful candidate.