



Title: Membership Information management Officer (1 Position) - Internship	
Organization: Tanzania Women Chamber of Commerce (TWCC)	Duty Station: Dar es salaam
Type of Contract: Full Time	Reporting: Administration Unit
Appointing Period: 6 Months with a possibility of full employment	Starting Date: February, 2026
<p>Background:</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p>Key Responsibilities</p> <p>Membership Database Management</p> <ul style="list-style-type: none"> • Enter, update, and maintain accurate membership data in TWCC's database • Ensure completeness and accuracy of member profiles, contacts, and business information • Regularly clean, verify, and update membership records 	



Data Management & Reporting

- Generate membership reports (active members, new registrations, renewals, lapsed members)
- Support preparation of membership statistics for management, donors, and programs
- Track membership status, payments (where applicable), and renewal timelines

Coordination & Support

- Coordinate with Membership Development and Marketing Officers to update new member data
- Support onboarding by ensuring new members are properly registered in the system
- Respond to internal requests for membership data and reports

Data Protection & Organization

- Ensure confidentiality and secure handling of membership data
- Organize digital and physical membership files according to TWCC procedures

System Improvement

- Support improvement of membership database systems and tools
- Assist in digitization of paper-based membership records (if applicable)
- Suggest improvements to data collection and management processes

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 Information Management, Records Management, ICT, Business Administration, Statistics, or related fields
- Strong data entry, record-keeping, and organizational skills
- High level of accuracy and attention to detail
- Basic computer skills (MS Excel, Word, Google Sheets; database experience is an added advantage)
- Ability to handle confidential information responsibly
- Good communication skills in English and Swahili



- Interest in working with data and membership-based organizations

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.