



Title: Policy Research and Advocacy Officer (1 Position) - Internship	
Organization: Tanzania Women Chamber of Commerce (TWCC)	Duty Station: Dar es salaam
Type of Contract: Full Time	Reporting: Membership Services and Outreach manager
Appointing Period: 6 Months with a possibility of full employment	Starting Date: February, 2026

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

Policy Research & Analysis

- Conduct desk and field research on policies, laws, regulations, and business environment issues affecting women entrepreneurs
- Collect and analyse qualitative and quantitative data from members and stakeholders



- Support preparation of policy briefs, position papers, and research reports
- Track and summarize relevant policy developments, reforms, and government initiatives

Advocacy & Stakeholder Engagement

- Support planning and implementation of advocacy strategies and campaigns
- Participate in policy dialogues, consultative meetings, and stakeholder forums
- Support engagement with government institutions, private sector actors, and development partners
- Document advocacy activities, outcomes, and key policy issues raised

Member & Business Community Engagement

- Collect policy-related challenges and recommendations from TWCC members
- Support consultations, focus group discussions, and surveys with women entrepreneurs
- Ensure members' voices are reflected in TWCC advocacy positions

Reporting & Coordination

- Prepare activity reports, research summaries, and advocacy updates
- Maintain organized records of research data and policy documents
- Coordinate with Communications, Membership, and Marketing teams for advocacy support

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 Public Policy, International Studies, Development Studies, Social Science, Business Administration, or other related fields
- Strong skills in data collection, analysis, and report writing
- Ability to conduct surveys, policy reviews, and impact assessments
- Strong presentation and stakeholder engagement skills
- High level of accuracy and attention to detail
- Ability to handle confidential information responsibly
- Good communication skills in English and Swahili



- Interest in working with 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.