



BUILDING AN INCLUSIVE SOCIETY FOR ALL

VOLUNTEER POSITION ANNOUNCEMENT

Ref: STEPS/VOL/1/2026

STEPS Tanzania is pleased to announce volunteer opportunities for qualified Tanzanian candidates. We invite applications from motivated individuals who meet the requirements outlined below. These positions are based within the regions and districts where STEPS Tanzania actively delivers community services under Global Fund Support. The following are the Regions (Tanga, Morogoro, Dar es Salaam, Mbeya, Songwe, Ruvuma and Njombe)

1. Eligibility Requirements

- Applicants must be **Tanzanian citizens**.
- Applicants must **reside in the relevant region or district** where STEPS Tanzania provides community services.
- Applicants must possess one of the following educational qualifications **from government-recognized institutions**:
 - Certificate of Secondary Education (Form Four)
 - Diploma
 - Bachelor's Degree
- The qualification must be in one of the following fields:
 - Human Resource Management and Public Administration
 - Accountancy and Finance Management
 - Monitoring and Evaluation (M&E)
 - Program Management
- Applicants must have at least **One (1) year of relevant work/Volunteering experience** related to their area of expertise, including experience working with civil society organizations (CSOs) or community development activities.
- Applicants must not have any **criminal case or criminal record**.

2. Additional Instructions

- **Allowance:** This volunteer position does **not** include a salary or other employment benefits. Successful applicants will receive an **allowance (according to approved institutional rates)** based on assigned tasks and successful completion of activities.
- **Required Documents on Reporting Day:** Selected applicants must submit copies of their **National ID (NIDA)** and **Curriculum Vitae (CV)** on the day they report to the employer's office.
- **Priority Consideration:** Applicants who have previously volunteered with STEPS Tanzania will be given priority.
- **Application Mode:** Applications should **NOT** be delivered by hand. All applications must be submitted **via email only**.

3. How to Apply

All applications must reach the **Director of Finance and Administration** not later than **30th May 2026**. Send your application to the following email addresses:

- info@steps.or.tz

4. About STEPS Tanzania

STEPS Tanzania is a Non-Governmental Organization established in 2017 and officially registered in November 2019 (Reg. No. 00/NGO/R/0810) under the Non-Government Act No. 24 of 2002. STEPS Tanzania is a Social Justice and Health Organization striving to make healthcare, education, and community development a human right for all people, starting with those who need it most.

Issued by:

Director of Finance and Administration

On behalf of the Executive Director, STEPS Tanzania

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