

MAMAS' HOPE ORGANIZATION FOR LEGAL ASSISTANCE (MHOLA)

MHOLA Head -Office
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Bank account number

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CRDB Bank
Bukoba Branch
Tanzania

Date: 20th May 2026

VACANCY ANNOUNCEMENT-Legal Officer Post- KG/MHOLA/26/P-CB-II002

MAMAS' HOPE ORGANIZATION FOR LEGAL ASSISTANCE (MHOLA) is a Non-Governmental Organization (NGO) registered by the NGO act no 24 of 2002 and currently operating within Kagera Region. MHOLA aims at building capacity of Community by creating awareness on their rights, provision of Legal and health services particularly women and children who have no access to that very important right.

MHOLA is currently seeking to engage experienced person under the capacity of **Legal Officer** at Muleba district within Kagera region.

POST LOCATION: MHOLA HEAD QUARTERS – MULEBA DISTRICT, KAGERA REGION

DUTIES:

1. Systematic exploring and keeping client records of which includes bio data, type of case/claim, detailed case story/statement, observation/recommendation and action to be taken to solve problems.
2. Drafting court and administrative documents and represent our clients in the courts of law wherever necessary and where clients cannot act on themselves.
3. Acting as monitor in their proceedings before the courts and provision of solutions to legal technicalities to the clients before the hearing of their cases when necessary.
4. Provision of legal advisory services to clients and the Legal Unit in different matters
5. Preparing and producing weekly update on the cases progress and the department in general and monthly reports of the organization.
6. Mentoring Paralegal units, and assisting the head of department to arrange and conduct seminars, workshops and trainings on legal related matters.
7. Assisting the head of department to coordinate awareness activities such as round table which can gather women and children from different areas, backgrounds and age groups.
8. Assisting the Head of Programs in designing, producing and publishing brochures, posters and leaflets on different topics related to the specific area and group and distribute them free.
9. Assisting the Head of Legal department in writing and creating resource mobilization i.e. fund to support the implementation of the organization activities.

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QUALIFICATIONS AND EXPERIENCE.

- Minimum qualification is Bachelor degree in law
- Experience of not less than 3 years in the related field
- Excellent organizational, interpersonal and communication skills.
- Experience of planning, budgeting, and execute complex strategy
- Holder of postgraduate diploma from law school of Tanzania and Advocate practicing certificate will be an added advantage.
- Preferably have experience within the non- governmental organization sector.

DEADLINE:

Application letter with CV should be sent before [5th June, 2026 at 16.00hrs](#). Please note that only Shortlisted candidates will be notified for interview.

The post will be Category D stage I of MHOLA Working guide with Attractive salary offered as per Organization Guidelines.

APPLICATION PROCESS.

Please send your Application to the,

EXECUTIVE DIRECTOR

P.O.BOX 237

Muleba. Tanzania Email: Info@mhola.or.tz copy to t.bujiku@mhola.or.tz

Covering letter should state the motive behind applying this post and a reason the Applicant believes to fit on this particular role.

Women are highly encouraging to apply

[By Management.](#)