



## CALL FOR VOLUNTEERS

### 1. Background

The Higher Education Students' Loans Board (HESLB) is a body corporate established under Higher Education Students' Loans Board Act, [CAP 178 R.E.2023], herein referred to as HESLB Act, with the objective of assisting needy and eligible Tanzanian students to access loans and grants for higher education. In line with its commitment to developing young professionals and enhancing practical skills among graduates, the Board invites qualified, motivated, and dynamic Tanzanian graduates to apply for volunteering Opportunities in the following areas: -

1.1	Legal Services	1	Vacancy
1.2	Planning and Research	2	Vacancies
1.3	Loans Allocation and Disbursement	3	Vacancies
1.4	Procurement and Supply Management	1	Vacancy
1.5	Loan Repayment and Recovery	20	Vacancies
1.6	Information, Education and Communication	3	Vacancies
1.7	Accounts and Finance	2	Vacancies
1.8	Administration	1	Vacancy
1.9	Records Management	30	Vacancies
1.10	Electrical Installation	1	Vacancy
1.11	Plumbing and Pipe-fitting	1	Vacancy

### 2. Qualifications Requirements

Applicants must meet the following qualifications for each position:

#### 2.1 Information, Education and Communication

- 2.1.1 Bachelor's Degree in Mass Communication, Public Relations, Journalism, Communication Studies or equivalent qualifications from recognized institutions
- 2.1.2 Good communication skills
- 2.1.3 Computer skills

#### 2.2 Legal Services

- 2.2.1 Bachelor's Degree in Law (LLB) from a recognized institution.
- 2.2.2 Good communication skills
- 2.2.3 Computer skills

#### DAR ES SALAAM

HESLB House,  
1 Kilimo Street, TAZARA Mandate Rd,  
P.O. Box: 78268,  
15471 Dar es Salaam,  
Tanzania  
Mobile: +255 736 966 535  
Email: [ed@heslb.go.tz](mailto:ed@heslb.go.tz)  
Website: [www.heslb.go.tz](http://www.heslb.go.tz)

#### ZANZIBAR

Mchamuzi Mall Building,  
Mchamuzi Area, Wing A,  
5th Floor, Hall 501,  
P.O. Box: 960, Zanzibar  
Mobile: +255 779 321 414  
Email: [zanzibar@heslb.go.tz](mailto:zanzibar@heslb.go.tz)  
[ed@heslb.go.tz](mailto:ed@heslb.go.tz)

#### MWANZA

PSOSP Plaza Building,  
2nd Floor, Front Wing,  
Kampala Road,  
P.O. Box: 3011, Mwanza  
Telephone: +255 28 250 6008  
Mobile: +255 709 818 360  
Email: [mwanza@heslb.go.tz](mailto:mwanza@heslb.go.tz)  
[ed@heslb.go.tz](mailto:ed@heslb.go.tz)

#### ARUSHA

NISP Malao Office,  
Corridor Area, Old Arusha Road,  
Kampala Road,  
P.O. Box: 2712, Arusha  
Telephone: +255 27 262 9129  
Mobile: +255 604 199 011  
Email: [arusha@heslb.go.tz](mailto:arusha@heslb.go.tz)  
[ed@heslb.go.tz](mailto:ed@heslb.go.tz)

#### MBEYA

CAG Building, Mbatia Road,  
P.O. Box: 319, Mbeya,  
Mobile: +255 736 131 310/  
+255 736 131 311  
Email: [mbeya@heslb.go.tz](mailto:mbeya@heslb.go.tz)  
[ed@heslb.go.tz](mailto:ed@heslb.go.tz)

#### MTWARA

NHC Raha Leo Complex, 2nd Floor,  
Plot No. 217, Block H, Near Regional  
Commissioner's Office,  
P.O. Box: 965, Mtwara  
Mobile: +255 733 004 171  
Email: [mtwara@heslb.go.tz](mailto:mtwara@heslb.go.tz)  
[ed@heslb.go.tz](mailto:ed@heslb.go.tz)

## **2.3 Planning and Research**

2.3.1 Bachelor's Degree in Economics, Statistics, Planning or equivalent qualifications from recognized institutions

2.3.2 Computer skills

## **2.4 Loans Allocation and Disbursement**

2.4.1 Bachelor's Degree in Finance, Accounting, Economics, Business Administration or equivalent qualifications from recognized institutions

2.4.2 Computer skills

## **2.5 Procurement and Supply Management**

2.5.1 Bachelor's Degree in Procurement and Supply Chain Management, Logistics, Business Administration in Procurement and Supply Management or equivalent qualifications from recognized institutions

2.5.2 Computer skills

## **2.6 Loan Repayment and Recovery**

2.6.1 Bachelor's Degree in Finance, Accounting, Economics, Business Administration or equivalent qualifications from recognized institutions

2.6.2 Computer skills

## **2.7 Administration**

2.7.1 Bachelor Degree in one of the following fields: Public Administration or equivalent qualifications from recognized Institution.

2.7.2 Computer skills

## **2.8 Records Management**

2.8.1 Diploma in either of the following Records Management fields;

2.8.1.1 Records and Archives Management

2.8.1.2 Archive Management and Documentation

2.8.1.3 Archives Management, Records and Information Management or any related field from a recognized institution

## 2.9 **Electrical Installation**

2.9.1 Diploma (NTA level 6) or Full Technician Certificate (FTC) in Electrical or equivalent qualifications from a recognized institution.

## 2.10 **Plumbing and Pipe-fitting**

2.10.1 Diploma (NTA level 6) or Full Technician Certificate (FTC) in Plumbing or equivalent qualifications from a recognized institution.

## 2.11 **Account and Finance**

2.11.1 Bachelor Degree or Advanced Diploma in one of the following fields:

2.11.1.1 Accountancy, Finance,

2.11.1.2 Commerce or Business Administration majoring in Accountancy

2.11.1.3 Finance or equivalent qualifications from a recognized Institution or Intermediate Certificate (Module D) offered by NBAA

2.11.2 Computer skills

## 3. **Working Station**

Working stations shall be **Dar es Salaam, Mbeya, Zanzibar, Dodoma, Mtwara, Mwanza and Arusha.**

## 4. **General Conditions**

4.1 Applicants must be **Tanzanians**; graduated between 2020 to 2025;

4.2 People with disability are encouraged to apply;

4.3 Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address, e-mail and telephone numbers;

4.4 Applicants should indicate three reputable referees; one referee must be from the Academic Institution where he/she graduated;

4.5 The maximum period for individual program is one-year period, renewable depending on needs;

4.6 Applicants must attach their certified copies of the following certificates;

4.6.1 Degree and respective Transcripts

4.6.2 Diploma/ Certificate

4.6.3 Form IV and or VI National Examination Certificates

4.6.4 Birth Certificate or National Identity Card

4.7 Attaching copies of the following certificates is strictly not accepted;

- 4.7.1 Form IV and form VI Results slips; and
- 4.7.2 Testimonials and Partial transcripts.
- 4.8 Certificates from foreign examination bodies should be verified by the relevant authorities (TCU, NACTE or NECTA);
- 4.9 Presentation of forged certificates and other information is prohibited otherwise it will result into disqualification and legal action;
- 4.10 Applicants must attach a letter of endorsement from a Local Government Chairperson or Executive Officer confirming your place of residence;
- 4.11 Applicants must attach a brief paper stating the reasons for the need of volunteer job and the expectations after a year;
- 4.12 Only qualified candidates will be contacted for interview;
- 4.13 Successful and accepted volunteers shall not be paid salaries or any remuneration attached to salaries instead they will be assisted with some amount of money to cover for transport and lunch expenses;
- 4.14 Volunteer job is not a guarantee for employment at HESLB. In case there is employment opportunities at HESLB or elsewhere, volunteers shall follow the laid down employment procedures as will be stipulated;
- 4.15 Applicants should indicate the position for which they apply; and
- 4.16 Application letters must be hand written in English.

## **5. Mode of Application**

- 5.1 Interested candidates should submit the following:
  - 5.1.1 Signed Application letter
  - 5.1.2 Curriculum Vitae (CV)
  - 5.1.3 Copies of certified academic certificates and transcripts
  - 5.1.4 Copy of National ID or NIDA number

Applications should be addressed to:

Executive Director,  
Higher Education Students' Loans Board (HESLB),  
P.O. Box 984,  
**DODOMA.**

## **6. Application Deadline**

The deadline for submitting applications is **15<sup>th</sup> May, 2026**

**Released by:**

Executive Director,  
Higher Education Students' Loans Board (HESLB) – Dodoma.