

AFRICA SOCIAL SECURITY ASSOCIATION



Mafao House, 8th Floor, Old Moshi Road, P. O. Box 1394, Arusha - Tanzania | www.assa-africa.org

VACANCY ANNOUNCEMENT

SOCIAL PROTECTION SPECIALIST

Social Protection Department

DUTY STATION
Arusha, Tanzania

CONTRACT TYPE
Full-Time

CLOSING DATE
23 September 2026

The Africa Social Security Association (ASSA), headquartered in Arusha, Tanzania - is a continental, membership-based body established by social security institutions in Africa with a mandate to foster collaboration, cooperation in promoting the development of social security and support the growth of social protection systems in the continent.

ASSA is seeking a motivated Social Protection Specialist to join its Secretariat, reporting to the Secretary General. **Arusha-based candidates are preferred.**

Key Responsibilities

- Monitor and analyze social protection policies, legislation, regulatory frameworks and emerging trends across Africa and provide relevant technical advice to the Association and its members.
- Conduct research and analysis on key social protection issues, including coverage extension, informality, adequacy of benefits, pension reform, portability, financing, digitalization and social inclusion.
- Support the development of programmes, strategies and initiatives that advance ASSA's objectives and contribute to strengthening social protection systems across the continent.
- Develop and contribute to policy briefs, technical papers, research reports, position papers and other knowledge products.
- Provide technical support in the design and delivery of capacity-building programmes, technical workshops, conferences and policy dialogues.
- Support ASSA's engagement with member institutions, governments, regional and continental bodies, development partners and other stakeholders on social protection and social security matters.
- Contribute technical perspectives to ASSA's policy advocacy, strategic initiatives and stakeholder engagements aimed at strengthening social protection outcomes in Africa.
- Manage and maintain relevant social protection data, information and knowledge resources to support evidence-based decision-making.
- Perform any other related duties as assigned by the Secretary General.

Minimum Qualifications

- Bachelor's or Master's degree in Social Protection from a recognized institution.
- At least 2 years of relevant professional experience in social protection
- Must be a Tanzanian national.
- Strong understanding of social protection systems, policies and programmes, particularly within the African context.
- Strong research, policy analysis and analytical skills.
- Excellent technical writing and communication skills.
- Ability to translate research and evidence into practical policy and programme recommendations.
- Strong stakeholder engagement, coordination and interpersonal skills.
- Ability to work effectively in a multicultural and continental environment.

How to Apply

Send a cover letter, CV, and academic/professional certificates and transcripts to vacancies@assa-africa.org, subject line "Application – Social Protection Specialist," by **23 September 2026**. Only shortlisted candidates will be contacted.