



Job Description

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Job Title Communication Officer	Job Location Dar es Salaam	Category Communications
Job Type Full Time	Job level Manager	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 6 Years
Secondary Industry -	Primary Category Communications: 6 Years	Secondary Category -
Certificate -	Qualification -	

Summary

A communications officer who will assist in communications strategy and policies for REPOA internally and externally by reviewing drafted press releases, and participate in organizing media coverage for REPOA events and media training sessions as required

Responsibilities

- Formulate, review and monitor the REPOA's Communications strategy and related policies and procedures;
- Provide support to staff on external communication
- Edit all major outputs of the institution, including research reports, special papers, project briefs, Board papers, and annual reports, engaging technical editors where necessary such as publications in internationally refereed journals;
- Maintain and review the institution's image and brand identity, including the planning and coordination of promotional activities and development of institution's profile;
- To ensure appropriate knowledge management/strategic stakeholder's outreach
- Effective utilization of social media
- Prepare and manage the unit's budgets
- Provide support to the REPOA's Executive Director at public events;
- Field media requests for information, monitoring press coverage and holding special events such as press conferences and media briefings;
- Advise, maintain and update the website and digital media on various REPOA's communications and information
- Review before distribution a summary of each publication to media houses for publicity including writing feature articles and translating them in Kiswahili for Swahili newspapers);
- Review drafted press releases, and participate in organizing media coverage for events and media training sessions as required;
- Liaise with media outlets for the placement of advertisements;
- Assist in responding to requests for publications and other communications related queries;
- Prepare various communication reports including the bi-annual e-newsletters and annual reports;
- Provide inputs for strategic and annual planning and budgeting, including budget reviews and reporting as required.
- Ensure 90% of REPOA's research products are posted on the website and social media
- Ensure 75% of strategic and collaborative research studies receive attention in at least 4 major print media and in at least 2 national TVs/radio.
- Attend Board Meetings and record all the minutes of the Board proceeding
- Ensure daily perusal of all newspapers and Magazines review so as to be informed on any published materials relating to REPOA.
- Plan and conduct capacity building to staff on communication, corporate culture, branding and image

- Build capacity of media to accurately report on research findings by observing ethics, Statistics Act and other related laws.
- Perform any other duties and responsibilities assigned by Executive Director

Education & Qualifications

- Master's degree in Journalism or Mass Communication. Qualifications in Law, Economics or Business Studies may be added advantage.
- Good communication and interpersonal skills
- Good writing skills

Requirements

- Experience of not less than 6 years in a similar role in reputable institution

Reporting To

Executive Director

Driving Licence

Not Required

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