



Job Description

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Job Title Communications Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO)

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

We are looking for a **Communications Officer** for a four-year project starting in 2026. The project's vision is to economically empower 900 Tanzanian youth through enhanced employability gained from a high-quality industry-oriented education system. This should be achieved through launching a dual apprenticeship model in the electrical installation and plumbing thereby equipping young people with demand-driven skills. The project will facilitate this programme in collaboration with 30 construction companies and public and private vocational education and training stakeholders (VET) in Dar es Salaam. In the long-term, dual apprenticeship in electricity and plumbing should be institutionalized within Tanzania's VET system and apprenticeships should become a strategic HR solution for companies.

The Communications Officer will have the responsibilities to lead and manage all communication activities of the Project.

Responsibilities

Communications

- Develop and implement the project's communications strategy aligned to project goals, fostering strong public relations with project relevant audience.
- Prepare and execute annual communication plan and budget
- Research, prepare, fact-check, edit, and produce professional, high-quality communication materials and stories demonstrating project impact (such as news articles, social media posts, press releases, speeches, presentations).
- Ensuring all communication and marketing materials align with company's corporate and project branding guidelines and support promoting the project's dual apprenticeship approach among construction sector stakeholder and public and private stakeholders in Tanzania.
- Liaise with communications and learning focal points in Tanzania, the regional office, and project office in Kenya to comply with regional communications directives, exchange best practices, and ensure alignment between projects.
- Ensure project team members are aware of their communication responsibilities and updated and involved in communication dissemination.

Public Relations

- Organize events and visits for project stakeholders, donors, and project partners.
- Represent the organization at events and strengthen institutional reputation.
- Ensuring strong media presence of the project, maintain strong relations with media outlets, facilitate publication of project news.
- Monitor project media coverage and maintain media archives (organization & project)
- Update the organization's website and contribute content for social media channels (LinkedIn, Instagram, and Twitter).

- Develop and implement a social media plan to enhance the reputation of the apprenticeship model promoted by the project.

Knowledge Management

- Contribute to organization Tanzania's knowledge sharing platform (contacts, stakeholders, best practices, key communications products, events)
- In close cooperation with the Learning Advisor, develop success stories, best practice documentations, and support development of other learning products for national and international audiences
- Maintain the digital media archive (photos and videos).
- Supporting effective management and sharing of knowledge internally and externally.

Other Tasks

- Integrate organization's principles (gender equality, including marginalised groups, etc) into all internal and external communications.
- Provide layout, editing, and proof reading support for donor-facing documents (reports, presentations, success stories).
- Advise project management on communication risks and opportunities.
- Comply with organization's rules and procedures such as the Code of Conduct (CoC) and Country Manual as well as donor requirements and respect the laws of Tanzania.
- Perform additional tasks assigned by the Project Manager

Education & Qualifications

- Bachelor in Public Relations, Mass Communications, Journalism, or related studies

Requirements

- Minimum 5 years of progressive experience in the field of communications in a similar role
- Demonstrated strong writing skills in English and Kiswahili
- Skilled in strategic communication planning and message development
- Digital communication proficiency, including using Microsoft Office Programmes
- Strong interpersonal skills and ability to foster trust across teams, project partners and the donor
- Existing network in media and with stakeholders in the vocational skills development or constructions sector is a distinct advantage
- Experience with graphic design, animation software & video creator is a distinct advantage
- Previous experience in knowledge management and production of learning products is an advantage
- Previous experience in closely working with international or national organizations in a similar role would be an advantage.

Characteristics

- Structured mindset with attention to detail and ability to manage multiple priorities
- Excellent storytelling ability

Reporting To

- Project Manager

Driving Licence

Not Required

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