



Job Description

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Job Title Corporate Affairs Director	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Director / CXO	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Corporate Affairs Director plays a key role in the communications within and outside of the company. Working closely with public affairs, government relations and internal stakeholders, the corporate affairs manager holds a distinct position as the administrator with influence across all lines of corporate communication.

Responsibilities

Operations

- Guides the team to best practices for Corporate Affairs process and workflow and puts forth recommendations
- Develops and leads change management on existing processes, specifically defining unique needs for Corporate Affairs team
- Drives the scoping and planning of projects as well as budget management
Sources appropriate vendors if needed prior to project kick off and compiles estimates and quotes of costs and timing for stakeholder approval
- Partners with leadership to manage creative sourcing and utilization specific to Corporate Affairs needs

Strategy

- Collaborates on creative brief development ensuring all necessary information is captured prior to project kick-off
- Develops a plan and process for how social listening will impact the creative output
Responsible for the creation and ongoing management of a master calendar, proactively forecasting and planning for key dates and events
- Make strategic recommendations on appropriate cadence for social content

Education & Qualifications

- Bachelor's degree in a related field
- Masters is an added advantage

Requirements

- A minimum of 8 years in a similar role with at least 5 years in Senior Management
- Experience handling key government bodies and maintaining healthy relationships with stakeholders

Characteristics

- Ability to react to quick turn requests
- Proven experience working within social platforms
- Stays current with the latest social and corporate affairs trends
- Extremely detailed oriented and organized
- Excellent written and verbal communication skills
- Strong interpersonal and relationship management skills

Reporting To

Operational: Chief Executive Officer

Functional: Africa Corporate Affairs Director

Driving Licence

Not Required

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