



# Job Description

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<b>Job Title</b> Engagement & Training Specialist	<b>Job Location</b> Nairobi	<b>Category</b> Training & Coaching, Communications
<b>Job Type</b> Full Time	<b>Job level</b> Supervisory	<b>Industry</b> -
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> Training & Coaching: 3 Years	<b>Secondary Category</b> Communications: 3 Years
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

We are scaling a global network that bridges opportunities and innovation. As the **Engagement & Training Specialist**, you will ensure that our network is well-connected, engaged, and continuously learning. From strategic communications to designing impactful training, this role offers the opportunity to combine creativity and strategy to empower a global audience.

## Responsibilities

- 1. Network Engagement & Communication:**
  - Develop and implement communication strategies to keep the global network informed and engaged.
  - Manage newsletters, updates, and content creation for internal and external stakeholders.
  - Collaborate with the leadership team to design engagement campaigns and initiatives.
- 2. Training & Knowledge Management:**
  - Design and deliver training programs for country managers and partners, ensuring alignment with network strategies.
  - Develop knowledge repositories (guides, SOPs, toolkits) to support consistent learning.
  - Monitor training effectiveness and provide feedback for improvement.
- 3. Creative Content Development:**
  - Develop visually appealing content for presentations, newsletters, and learning materials.
  - Use creative tools (Canva, Adobe Suite, etc.) to enhance knowledge delivery and communications.

## Requirements

- Bachelor's degree in Communications, Education, Marketing, or related field.
- Minimum 2 years of experience in training, communications, or engagement roles.
- Strong writing, content creation, and interpersonal communication skills.
- Proficiency in creative design tools (e.g., Canva, Adobe InDesign, or similar).
- Ability to develop training programs and engagement strategies that align with organizational goals.
- Strong organizational and time management skills.

## Characteristics

- Experience in managing content across global teams.
- Familiarity with designing virtual workshops or e-learning programs.
- Previous experience in communications for a multinational or global network.

## Driving Licence

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Not Required

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