**JOB ADVERTISEMENT**

|  |  |
| --- | --- |
| Job Title | Communication and Partnership Manager |
| Report to | Executive Director |
| Duration | 6 Months – 1 Year with possibility of extension |
| Work percentage  | 100% |
| Location | Tanzania, Dar es salaam |
| Working hours  | 08:00 am – 05:00 pm (Monday to Friday) |
| Job summary | Tai Tanzania seeks a qualified candidate and motivated individual, to fill the full-time position of Communication & Partnership Manager. Strong applicants will demonstrate a proven ability in both development and communications. This position requires excellent written and verbal communication skills in English; strong interpersonal skills; proven tactics and strategies for organizing and implementing special projects; ability to multi-task while maintaining attention to detail. |

# ABOUT Tai TANZANIA

Tai Tanzania is an innovative youth-led organization that uses the power of combining data, storytelling and technology to inspire behavior changes among young people based on stories from the community. We produce edutainment contents such as animation film, music, and comics' posters. Tai was founded in 2012 and registered in 2013. Tai's vision is to create socio-behavioral change to live in a society where youth are responsible leaders in ensuring sustainable development. To do so, Tai focuses on creating environments that will foster adolescents' access to school since education plays a crucial role in children's and adolescents' future lives.

# RESPONSIBILITIES AND DUTIES

1. **Communication & Partnership (60%)**
* Oversee all internal and external communications for an organization, ensuring its message is consistent and engaging.
* Effectively implement the organization’s Communications Strategy align with organization goals
* Write, edit, and distribute high-quality content, including but not limited to, infographics, publications, newsletters, press releases, website and social media content, annual reports, speeches, and other marketing material that communicates the organization's activities and impact.
* Strengthen communication channels between Tai Tanzania and key stakeholders Accurately represent and maintain good relations with partners, including government authorities, NGOs, key stakeholders, and beneficiaries.
* Promotional material –raising community awareness by providing promotional material such as project factsheets, brochures, flyers presentations, and online demonstrators.
* Establish and maintain effective relationships with Donors, community and beneficiaries, and maintain a social media database.
* Develop a dissemination and outreach plan that clearly how to engage with the beneficiaries and community.
* Ensure that content produced within the production is timely disseminated to the relevant target groups accordingly to the agreed plan.
* Frequently monitoring and updating of organization social media platform and websites.
1. **Resource Mobilization (40%)**
* Implement the resource mobilization strategy
* Research available grant opportunities that fit with organizational needs
* Compiling and submitting persuasive and fundable grant proposals and concept notes.
* Identifies training, requirements to meet staff development needs to meet objectives of the Resource Mobilization Section
* Manage the resource mobilization functions by monitoring and reporting
* Update grants policies and procedures on an annual basis
* Report on grants activities including grants submitted and funded on a quarterly basis and prepare an annual report of all grant’s activities
* Assist in the development and dissemination of high-quality reports to donors and partners.
* Identification of emerging sources of funding; assessment of their current usage and potential for the future
* Development of specific donor fund-raising strategies and approaches
* Development and conduct of a Competitive Landscape Analysis of partners, their priorities and characterization of their relationships/partnerships

# TEAMWORK & PARTICIPATORY

* To actively participate in organizational activities as directed by the management team or supervisor
* To participate in team-building activities and organization events
* To participate in all meetings of organization internal and external
* Ability to work as part of a team

# QUALIFICATION AND SKILLS

* Bachelor degree in mass communication, public relations or any other relevant
* Profound experience in intercultural communication, dissemination and exploitation
* Solid knowledge and understanding of traditional media and social media
* Experience in the development of online fundraising campaigns
* Outstanding writing and editing skills with strong attention to detail
* Excellent written and verbal communication skills
* In-depth knowledge of design and demonstrated success in leading a creative process
* Committed, engaged, decisive, adaptable, and dependable

**OUR VALUES:**

1. Integrity
2. Creativity
3. Equity
4. Fun
5. Visionary

**VISION:** A society transformed by easy access to information

**MISSION:** To empower young people in communities across sub-Saharan Africa by increasing access to information through creative storytelling and media technology that influences positive behavior change.

# HOW TO APPLY

**Please send your CV and motivation statement to** **joinus@tai.or.tz** **with the subject of Job Application. Only shortlisted will be contacted for the interview.**