



EMPLOYMENT OPPORTUNITY

The Children's Dignity Forum (CDF) is a voluntary, private, non-governmental, non-partisan and non-profit-making Civil Society children's rights organization based in Dar es Salaam as its headquarters, founded and registered in 2006 under the NGO Act No. 24/2002. CDF has offices in Tarime District, Mara Region and Mpwapa District, Dodoma Region. For more information about CDF, please visit us at www.cdftz.org, www.facebook.com/cdftz and [Instagram@cdf_tanzania](https://www.instagram.com/cdf_tanzania).

Due to the strategic expansion along with the implementation of the new CDF Strategic Plan 2020-2024, CDF is looking for the qualified and motivated person to fill the following position with immediate effect:

COMMUNICATION OFFICER (ONE POST)

Reporting: Programme Manager

Supervises: Assistant Communication Officer

Duty station: Dar es Salaam

The candidate will perform the following duties as listed below:

Duties and Responsibilities

- Ensure and maintain good internal and external communications and relations with donors, implementing partners, press and network members and assist to execute the communications strategy, maintain programme documentations.
- Updating all CDF website, social media sites including the MET and TECMN pages on time by ensuring the appearance is visually appealing, the content is relevant, up-to-date and user friendly.
- Responsible for timely submission of CDF and donor's media reports on the monthly, quarterly and annual basis
- Monitor news media, share important highlights and mentions of the organization's work
- Manage media relations effectively and ensure that activities that the organization engages in receive positive publicity in the media.
- In collaboration with the organization Program Officers, develop, monitor and track the results of communication strategies for the different thematic areas.
- Coordinates and facilitates internal and external communication activities of the organization
- Evaluate, create and/or update communication materials (internal/external, print and electronic): writing articles, newsletters, brochures, flyers, website content etc.



- In collaboration with program officers, writing press releases, briefings and responding to media inquiries about the organization.
- Responsible for developing the content of websites and social networks/media
- Assist in conducting awareness raising campaigns, events, information dissemination workshops, etc.
- Participate in developing key promotional messages in consultation with the program officers.
- Documentation and compilation of organization success stories and best practices with the support of program officers.
- Train staff on media issues such as talking to media, taking pictures etc.
- Perform such other duties as may be assigned by the supervisor.

Qualifications, Skills, Knowledge & Abilities

- A Bachelors or Masters Degree in Mass Communication, journalism, media, public relations or related field;
- Understanding of brand management and excellent writing skills and oral communication skills (both Swahili and English);
- Experienced writer for variety of mediums, including brochures, blogs, newsletters, reports, websites, and social media;
- Ability to communicate the interest/information of CDF for a range of different audiences;
- Ability to review and edit (in English & Swahili) written documentation for dissemination and publication;
- Knowledge of the digital media/online landscape;
- Ability to work independently;
- Photographic and video skills will be an added advantage;
- Perform such other duties as may be assigned by the supervisor.

Remuneration: An attractive package commensurate to the qualifications and relevant experience will be availed to the successful candidate.

Interested candidates should send their applications to Human Resource Officer via hrrecruit@cdftz.org or deliver in person at CDF's office located in Mwenge area, Plot No. 161/162, Mama Ngoma House, 2nd Floor, Dar es Salaam. Only short listed candidates will be contacted for interview.

Application closing date: 25th November, 2018

Note: For those sending their applications via email, please submit cover letter and recent Curriculum Vitae only in a single file.

