



Communication Assistant, Tanzania Country Office

Vacancy #:	6021
Unit:	Tanzania - Programme
Organisation:	International Union for Conservation of Nature (IUCN)
Location:	Tanzania Project Office, Dar es Salaam, United Republic of Tanzania
Reporting to:	Regional Programme Coordinator
Work percentage:	100%
Grade:	A3
Expected start date:	01 July 2022
Type of contract:	Fixed-term (36 months)
Closing date:	07 June 2022

BACKGROUND

THIS POSITION IS ON LOCAL TERMS

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

BACKGROUND:

The IUCN-International Union for Conservation of Nature, Tanzania Country Office, is seeking to recruit a Communication Assistant to support project communication and other related communications work for the Tanzania Country Office. This will be a national recruited position. The position holder will be located in the IUCN-Tanzania offices and will work closely with project teams and the regional communications Team.

JOB DESCRIPTION

MAJOR RESPONSIBILITIES:

The Communication Assistant position is a core component of the programme. He/she will liaise with programme and project leads in the documentation of project activities, lessons, milestones and successes in the form of case studies, human-interest stories, video and photo stories for internal and external dissemination. He / she will also support media engagement as part of awareness raising and event management.

SPECIFIC DUTIES:

Working closely with the Tanzania Office programme team and the Regional Communications and Constituency Manager, the Communication Assistant will contribute to the success of the project / programme work by maximizing the quality and impact of IUCN and its partner's work through the incorporation of enhanced communications messaging and tools. Key responsibilities include:

Information and Communication;

Support the implementation of the project communications plan including liaising with programme and project leads in the documentation of project activities, lessons, milestones and successes in the form of case studies, human-interest stories, and video and photo stories for internal and external dissemination.

Support production of high-quality communications and knowledge products in a range of formats. This includes written content such as features, blogs; ensuring programme key messages are included etc.

Working closely with the Regional Communication Manager, evaluate communications activities, and provide regular reporting according to the project work plan. Continuously generate new content in form of graphics, short videos, info graphics, photo stories, Tweets, Facebook posts, website content etc.

Ensure project news is shared on various platforms as outlined in the communications strategy.

Support in editing and proof-reading content from programme technical experts to ensure quality and accuracy of project communications outputs;

Media relations and social media engagement;

The communications Assistant will assist with media relations in Tanzania including responding to media queries, setting up media interviews etc. He / She will support in drafting press releases and other media materials.

Perform basic analysis of programme related media and social media coverage

Continuously grow IUCN Tanzania's offline and online supporters and audience. This includes generating and sharing social media content as well as identifying opportunities for engagement.

Learning, sharing and reporting;
Continuously monitor and evaluate the communications activities reach and impact and provide periodic reports or as requested.
Working closely with the Regional M&E team, support in processing of projects documentation including lessons and experiences from project activities with a view to sharing knowledge with various stakeholders.
Provide basic communications guidance to project staff and implementing partners
Support in publishing the generated content on various existing platforms.
Support in managing events; branding, registration, live social media engagement, note taking and photography
Logistical coordination in the programme related communications activities.

Perform other duties as may be assigned from time to time.

REQUIREMENTS

• POSITION REQUIREMENTS:

Education;

University degree in Communications, Journalism, International Relations, Public Affairs or similar relevant field.

Work Experience;

At least 2 years' experience working in a communications, public relations or media role. Experience of working in the development sector is an added advantage.

Demonstrated ability to analyse and communicate complex information to a wide audience including non-technical audiences

An understanding of how the media works and experience in media relations

• Demonstrated ability to identify and produce compelling human-interest stories.

Good computer literacy skills including the use of desktop publishing software.

Excellent Photography skills with good knowledge of video production and editing.

Proven interpersonal skills in a range of contexts and for multiple audiences. This includes being a strong team player and working with diverse teams.

Demonstrated ability to handle multiple, simultaneous projects, to prioritize work and meet deadlines. Knowledge of the programme context and communications environment in Tanzania

Language Proficiency;

Excellent command of English and Kiswahili

Strong verbal and written communication skills

Core Competencies;

Transparency: Able to build trust and contribute to informed and responsible decision making by carrying out the work of IUCN in a transparent manner; provides clear guidance to ensure that members of the team understand objectives and desired measurable results.

Inclusiveness: Understands and accepts cultural diversity, and provide a tolerant, positive and supportive working environment that fosters respect for diversity, demonstrates ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.

Professionalism: Promote the organization's interests, objectives and values in a diligent and professional manner.

Accountability: Takes responsibility of individual and collective actions, promotes the IUCN One Programme approach.

Functional competencies;

Outstanding writing and editing skills; strong attention to detail; ability to turn technical information into compelling stories.

Computer proficiency in Microsoft Office (Word, Excel and PowerPoint) and desktop publishing software

Excellent photography skills

Excellent interpersonal and presentation skills.

Offers new solutions to problems; demonstrates an 'outside the box' attitude; takes an interest in new ideas and new ways of doing things.

Commitment to continuous learning. Keeps abreast of new developments in own profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/6021>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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