

**PRESS AND COMMUNICATION OFFICER**

**EMBASSY OF FRANCE IN TANZANIA**

**Place of work:** French Embassy in Tanzania – 7 Ali Hassan Mwinyi Road – DAR ES SALAAM

**Job Title:** Press and Communication Officer

**Reporting Line:** The recruited person will report directly to The First Counselor of the French Embassy.

**Composition of the working team:** Expatriate agents and Local Engaged Staff (LES)

**Date of commencement:** January 2, 2023

**Main duties:**

**1/ Press:**

**a/ Prepare a daily Press Review**

- Follow-up of latest developments of news on the ground in English and Swahili media
- Follow-up of audiovisual and social media platforms

**b/ Organize and coordinate Embassy events in close cooperation with media:**

- maintain an updated directory of Tanzanian journalists and government authorities
- contacting reliable media and organize their participation in press conferences, interviews and follow the coverage
- prepare regular press evaluation reports of current affairs
- writing press releases in French, English and Swahili
- translating official documents: French to Swahili or French to English or English to Swahili
- Proof-reading documents intended for media, and, if necessary, rewriting the news story
- monitoring of the budget allocated to the Press Department activities

**2/ Communications:**

**a/ managing the embassy's communication platforms**

- animation of the social networks of the embassy
- update of the Embassy's Website

**b/ Be a content hub that feeds social networks:**

- Content creation
- Create and execute a communication plan for Embassy departments

**IMPORTANT NOTICE:**

The list of activities above is indicative and may change according to needs.  
The successful candidate must be able to integrate new tasks related to his job.

**Knowledge:**

**Qualifications required:**

At least a Bachelor's degree or Advance Diploma in Journalism, Mass Communications or related field.  
Must possess a minimum of 5 years' relevant experience in a communications role

**Languages:**

Proficiency in writing, reading, speaking Swahili, French and English.

**Information Technology skills:**

Knowledge of Information Technology (Word, Excel, PowerPoint), ease in crafting an effective social media contents in multiple platforms.

**Know how:**

Positive attitude  
Teamwork  
Problem solver, organizational and planning skills

**Personal qualities / qualities observed in professional situation**

Discretion  
Can handle multitask, works well under pressure in a busy environment  
Attention to detail  
Able to work in a culturally diversified environment  
Excellency communication skills  
Be independent and initiative taker  
Rational sense  
Curiosity

APPLICATION DEADLINE: January 2, 2023

DURATION OF EMPLOYMENT: Fixed-term contract of 12 months, after a trial period of 4 months.

REMUNERATION: Average salaries of locally engaged staff of embassies accredited to Tanzania

Contact : [scg.dar-es-salam-amba@diplomatie.gouv.fr](mailto:scg.dar-es-salam-amba@diplomatie.gouv.fr)