



1. JOB TITLE: Social Media and Copy Lead

Job Title	Social Media and Copy Lead
Report to	Communication & Partnership manager
Location	Tanzania, Dar es salaam
Work Percent	100%
Contract Duration & Working Hours	1 Year 08:00 am – 05:00 pm (Monday to Friday)
Job Summary	<p>The Social Media and Copywrite Lead will work closely with the Communications Team members to ensure that all organization communications activities are integrated to support Tai's global initiatives and programs. They will also be responsible for managing day-to-day tasks including social media content development, copy of various materials, public relations activities,</p>

and field communications activities as well as providing support for onsite events, and other pertinent tasks.
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The duties and responsibilities of the Social Media and Copywrite Lead

70% of the role consists of:

- Create copy for newsletters, website & portal, reports, and brochures
- Prepare press releases, articles, and any other content to communicate the organisation's message to internal and external audiences
- Manage, curate, and create content for all social media accounts under the organisations
- Perform outreach to press outlets, magazines, influencers and build strategic partnerships to strengthen and grow the organisation's brand
- Assist communications team in developing and implementing a communications strategy designed to further organisation objectives
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices
- Ensure digital communications assets uploaded on the appropriate platforms and are up to date
- Respond to media inquiries and maintain relationships with partners, journalists, and other stakeholders
- Support in planning and executing school outreach activities, community engagement activities and other organizational events to ensure the key message is delivered effectively.
- Maintain and amplify the organization's brand through effective and timely delivery of content created

25% of the role consists of:

- Coordinate volunteers and interns in the communications team
- Monitor social media, YouTube analytics, and prepare quarterly and annual social media analytics reports and ensure progression in the organisation's presence online
- Ensure physical communications assets (Banners, Impact Reports, etc) are functional and up to date

5% of the role consists of:

- Other duties assigned

Knowledge Skills and Abilities

- Exceptional writing and interpersonal communication skills

- Ability to work under pressure both independently and as part of a team
- Complete and balance multiple projects demonstrating strong conceptual and analytical skills and planning abilities.
- Knowledge of search engine marketing (SEM) campaigns, search engine optimization (SEO), and optimized content writing best practices.
- Willingly, effectively, and proactively communicate and collaborate with colleagues, supervisors, and stakeholders.
- Knowledge about developing and implementing communication plans.

Qualifications for social media and Copywrite Lead

- 1+ 2 years' experience in a communications or marketing role
- A bachelor's degree in communications, marketing, and any other related program
- Superior time management and organizational skills and ability to meet deadlines
- An analytical mind and ability to think critically
- Familiar with MS Word, Excel and PowerPoint and capable of creating visually compelling presentations
- Proficient public speaking abilities are an asset
- Be a fun individual ready to work in a fast-paced environment
- Competency in Adobe Premiere Pro and Illustrator is an asset

Teamwork & Participation

- To actively participate in organizational activities as may be directed by the management team/supervisor
- To participate in team-building activities and organization events
- To participate in all meetings of organization internal and external

Our Values:

- Integrity
- Creativity
- Diversity
- Fun
- Excellence

Prevention of Sexual Exploitation and Abuse

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within Tai Tanzania and beneficiaries.

Code of Conduct

It is our shared responsibility and obligation to prevent matters involving Sexual Exploitation & Abuse, Trafficking in Persons, Child Safeguarding and any suggested violation to our Code of

Conduct, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any suggested activities then you have an obligation to report.

If you are interested in this role, send your CV/Resume, a one-page cover letter and a portfolio with your latest work by the 30th of December 2022 to joinus@tai.or.tz

2. JOB TITLE: Multimedia Personnel

Job Title	Multimedia Personnel (Graphics and Multimedia Designer)
Report to	Communication & Partnership manager
Location	Tanzania, Dar es salaam
Work Percent	100%
Contract Duration & Working Hours	1 Year 08:00 am – 05:00 pm (Monday to Friday)
Job Summary	The Multimedia Personnel is responsible for using various multimedia tools and providing design materials for projects at Tai Tanzania. Work directly in the designing and development of content for promotional activities, in its planning and execution. It's a critical role in the outreach efforts of the organization, and carry out daily

engagement in building good will of the organization at large.
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The duties and responsibilities of the Multimedia Personnel

70% of the role consists of:

- Create finalized design work for internal and external use for the organization.
- Manage the organisation's website and portal to ensure all content is presentable, accurate and up to date.
- Ensure digital and physical communications assets (Banners, Impact Reports, etc) are functional and up to date.
- Capture photographs and videos for internal and external engagements during events, field visits and any other organizational engagements.
- Create content to be used on social media platforms and documentaries displaying the organization's impact on society for each project and various activities.
- Provide initial design concepts for campaigns and other projects. Develop the assets required.
- Maintain and amplify the organization's brand through designing and delivering content created in an effective and timely manner

25% of the role consists of:

- Support in planning and executing school outreach activities, community engagement activities and other organisational events to ensure the key message is delivered effectively.
- Securely store any assets created for the organisations.
- Prepare quarterly reports on the organisation's Website and Portal

5% of the role consists of:

- Other duties assigned

Knowledge Skills and Abilities

- Ability to work under pressure both independently and as part of a team
- Possess graphic design, typography, video, and multimedia development skills.
- Apply experience and knowledge: with best practices to create accessible web sites and multimedia collateral.
- Complete and balance multiple projects demonstrating strong conceptual and analytical skills, planning abilities, and sound judgment.
- Knowledge of search engine marketing (SEM) campaigns, search engine optimization (SEO), and optimized content writing best practices.

- Willingly, effectively and proactively communicate and collaborate with colleagues, supervisors and stakeholders.
- Must be familiar with current digital best practices and be able to learn quickly and adapt to new technologies.
- Knowledge about developing and implementing communication and marketing plans.

Qualifications

- A bachelor's degree in computer science, graphic design, or multimedia
- 2+ years experience in the media sector or a similar role may be a plus
- Possess relevant certification to make you stand out
- Competent in Adobe Illustrator, Photoshop and Adobe Premiere Pro

Teamwork & Participation

- To actively participate in organizational activities as may be directed by the management team/supervisor
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3. JOB TITLE: Project Consultant

Job Title	Project Consultant
Report To	Head of Operations
Duration	Six Month with possibility of extension
Work percentage	100%
Location	Tanzania, Dar es salaam
Time	08:00 am – 05:00 pm (Monday to Friday)
Job summary	This position will be working closely and reporting to Head of Operations and you will be responsible to assist in development and implementation of resources mobilization strategy and will support the resource Mobilization team in identifying grant application opportunity and involve in proposals writing to potential donors and partners.

The duties and responsibilities of the Project Consultant

Resource Mobilization

- Resource mobilization plan in accordance to the organization strategy
- Research available grant opportunities that fit with organizational needs
- Compiling and submitting persuasive and fundable grant proposals and concept notes.
- Review and implement the organization resource mobilization strategy
- Report on resource mobilization activities including grants secured on a quarterly basis

Program Management

- Oversee all projects implemented within the organization
- Develop project work plan, Theory of change, Log frame, M& E framework and budget
- Oversee program spending per budgets and pipelines.
- Coordinating all activities for project field
- Take lead in implementing Education scholarship Program
- Implement all work as assigned by the supervisor
- Monitoring and Evaluation
- Develop data story collection tools
- Conduct baseline survey
- Monitoring of project activities and reporting
- Writing Impact report
- Make frequent visits to field sites to provide training or conduct supervision of activities.
- Develop feedback survey forms

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QUALIFICATIONS

- Applied candidate must have 2-3 years of experience in Resource mobilization, project management, M& E and other relevant field.
- Competent in project proposal and report writing
- Must be competent in presentation and public facilitation

If you are interested in this role, send your CV/Resume, a one-page cover letter by the 30th of December 2022 to joinus@tai.or.tz