

## Communication Officer Post

Organization for Community Engagement (OCE) is a Non governmental organisation (NGO) engaged in knowledge dissemination in rural areas on climate change adaptation, Water, Hygiene, and Sanitation (WASH) conservation and restoration of degraded forest ecosystems, and advocating against any forms of Gender-based violence (GBV).

Currently, OCE works with numerous partners to address key Environmental conservation and degradation issues, strengthening food security and food systems, Water Sanitation and Hygiene (WASH) Sexual and Reproductive Health (SRH), and Gender Based Violence (GBV), Research and Policy Advocacy in Tanzania through the implementation of results and evidence-based interventions. OCE is further committed to implementing sustainable, people-centered programs that improve livelihoods through development stakeholders' engagement.

We are looking to hire a dedicated communications officer to join our team. The communications officer will support our internal and external communications strategy, write, and disseminate publicity material, respond to inquiries from the public and media, and coordinate promotional events.

To succeed as a communications officer, you should be able to think creatively and have excellent communication and interpersonal skills. A bachelor's degree with experience as a communications officer or equivalent experience in a similar role is strongly desired.

### Responsibilities:

- Collaborate with management to develop and implement an effective communications strategy based on our target audience.
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products, and/or services.
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.
- Establish and maintain effective relationships with journalists and maintain a media database.
- Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required.
- Maintain records of media coverage and collate analytics and metrics.
- Proficiency in design and publishing software example photo shop Adobe.

Qualifications:

- Bachelor's degree in communications, journalism, or related field.
- Minimum of 1-3 years relevant experience in a communications role.
- Knowledge of desktop publishing software (InDesign/Photoshop).
- Excellent verbal, written, and interpersonal skills.
- Fluent in Swahili and English languages
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms.

Interested candidates may send their CVs and cover letter to [info@oce.or.tz](mailto:info@oce.or.tz) cc [programs@oce.or.tz](mailto:programs@oce.or.tz) before 15<sup>th</sup>, November 2023.