



**Tai**

*Aspiring for change and growth*

## Background

Tai Tanzania is an innovative youth-led organization that uses the power of combining data, storytelling and technology to inspire behaviour changes among young people based on stories from the community. We produce edutainment contents such as animation film, music, and comics' posters.

Tai was founded in 2012 and registered in 2013. Tai's vision is to create social behavioural change in order to live in a society where youth are responsible leaders in ensuring sustainable development. In order to do so, Tai focuses on creating environments that will foster adolescents' access to school, since education plays a crucial role in children's and adolescents' future lives.

## JOB DESCRIPTION

<b>Job Title</b>	<b>Communication and Partnership Intern (Local / International)</b>
<b>Report to</b>	Communication and Partnership Manager
<b>Duration</b>	6 Months – 1 Year
<b>Location</b>	Tanzania, Dar es salaam
<b>Time</b>	40 hours per week
<b>Job summary</b>	This position involves working closely with the communications team. You'll play a pivotal role in implementing the organization's Communication Strategy, producing high-quality content, and managing media relations. Additionally, you'll contribute to partnership activities, developing annual communication strategies, creating persuasive grant proposals, and coordinating donor and partner meetings.

## RESPONSIBILITIES AND DUTIES

### Communications 60%

- The Communications Intern works collaboratively with internal and external stakeholders on website content, project initiatives, and serves as the staff writer on communications platforms.
- Effectively implement the organization's Communications Strategy



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- Write, edit, and distribute high quality content, including but not limited to, infographics, publications, newsletters, brochures, promotion materials, press releases, website and social media content, annual reports, speeches, and other marketing material that communicates the organization's activities, services and impact
- Respond to media inquiries and arrange for interviews.
- Establish and maintain effective relationships with journalists, and maintain a media database.
- Seek opportunities to enhance the reputation of the organization, and coordinate publicity and fundraising events as required.
- Maintain records of media coverage and collate analytics and metrics.

### **Partnership 40%**

- Develop and implement yearly communications strategy amongst others, developing an annual grant writing plan under the guidance of project team
- Compiling and submitting persuasive and fundable grant proposals and concept notes. Further, ensuring proposed project budgets meet donor requirements and proposed project goals.
- Accurately maintain a monthly proposal development pipeline tracker and distributing to key staff within the organization.
- Coordinate closely with the Communications Team on matters related to maintaining and enhancing existing and potential partner relationships.
- Organize and coordinate donor meetings and periodical donor roundtable meetings.
- Assist in development of high-quality reports to donors and partners.
- Train and mentor project coordinators and officers on concept and proposal development.

### **QUALIFICATION AND SKILLS**

- Professional experience with a focus on communication and marketing fundraising strategy
- Solid knowledge and understanding of traditional media and social media
- Experience in development of on-line fundraising campaigns beneficial;
- Outstanding writing and editing skills; strong attention to detail
- Excellent written and verbal communication skills
- In-depth knowledge of design, electronic composition, demonstrated success in leading a creative process, and ability to work as part of a team
- Committed, engaged, decisive, adaptable, and dependable

### **TEAM WORK & PARTICIPATORY**

- To actively participate in organizational activities as may be directed by the management team / supervisor



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- To participate in team building activities and organization events
- To participate all meetings of organization internal and external

#### HOW TO APPLY

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## JOB DESCRIPTION

<b>Job Title</b>	<b>Human Resource &amp; Admin Intern (International)</b>
<b>Report to</b>	Head of Operation and Programs
<b>Duration</b>	6 Months – 1 Year
<b>Location</b>	Tanzania, Dar es salaam
<b>Time</b>	40 hours per week
<b>Job summary</b>	This position involves working closely with Human Resource & Admin Officer/Manager to develop tools, system and review the human resource policies and strategies. The position will also support team engagement, team building and performance evaluation.

## KEY RESPONSIBILITIES

### 1. TALENT ACQUISITION

- Review and develop staff capacity building and retention strategy
- Support the HR Officer/Manager in the recruitment process
- Engage with line managers and staff to develop organization succession plan
- Review staff performance & evaluation tools in alignment with the organization succession plan
- Conduct employees' satisfaction survey to determine staff needs
- Assist the HR Officer/Manager to identify, organize and conduct staff training

### 2. TEAM ENGAGEMENT

- Creatively lead the team building activity.
- Assist the HR Officer/Manager to plan, organize and conduct the office events

### 3. PLANNING, REPORTING AND POLICY

- Contribute to the human resource departmental annual planning
- Compile events/weekly/monthly departmental reports
- Assist the HR Officer/Manager to review the organization policies relating to Human Resource, PSEA etc
- Any assigned task by the HR Officer/Manager

### **QUALIFICATION, SKILLS NAD EXPEREINCE**

- Applicant must hold a Bachelor degree/Postgraduate in Human Resource, Business Administration, Labor relations or any relevant field. Masters or PHR, SPHR, SHRM-CP, SHRM-SCP certification will be an added advantage
- Demonstrated broader knowledge in HR systems and tools
- Experienced working with the NGO and demonstrated good team building ability
- Must have at least one (1) year working experience in relevant context.
- Excellent in written and oral communication skills.

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## JOB DESCRIPTION

<b>Job Title</b>	<b>Multimedia and Graphic Intern (Local / International)</b>
<b>Report to</b>	Communication and Partnership Manager
<b>Duration</b>	6 Months – 1 Year
<b>Location</b>	Tanzania, Dar es salaam
<b>Time</b>	40 hours per week
<b>Job Summary</b>	This position involves you working closely with the communications team, taking charge of the lifecycle of digital media development. From conceptualization to execution, you will be responsible for creating impactful content through video production, photography, and multimedia design.

## RESPONSIBILITIES AND DUTIES

- Develop digital media collateral, managing content and creative from pre- to post-production, including initiating, planning, writing, editing, producing, packaging, delivering, and archiving.
- Work on content creation including shooting videos and photographing
- Collaborate with other members of the communications team to build on and effectively manage project content and ideas
- Coordinate dissemination of content and official correspondence to the public through



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relevant media tools

- Devise social media campaigns for different projects at Tai Tanzania and help in implementing them
- Regularly update content and information on Tai Tanzania website
- Creating key messages using multimedia designs and storytelling techniques to support communication of Tai Tanzania priorities
- Brainstorm with internal and external stakeholders to identify and develop content/ performance stories that will increase awareness and understanding of the project's mission and accomplishments.
- Maintain knowledge of the latest multimedia trends with an eye toward incorporating new ideas and emerging platforms.

#### 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

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## JOB DESCRIPTION

Job Title	Resource Mobilization & Fundraising Intern (International)
Report to	Head of Operation and Programs
Duration	6 Months – 1 Year
Location	Tanzania, Dar es salaam
Time	40 hours per week
Job summary	<p>This position involves working closely with Communication &amp; Partnership Manager to develop fundraising strategies, partnership engagement and implementing fundraising programs.</p> <p>Main Task is identifying new potential donors and organize initiatives to solicit funding and other resources for smooth operation of the organization</p>

## KEY RESPONSIBILITIES

### 1. RESOURCE MOBILIZATION

- Develop and implement a fundraising and resource mobilization strategy
- Regular contact and reporting of program activities to funding organization
- Take an active role in developing financial sustainability model for the program/project.
- Design program/ project that will create positive impact in the community and attract funding for sustainability.

### 2. PARTNERSHIPS & FUNDRAISING

- Establish and maintain effective partnerships with government Institutions, donors and



- other strategic partners, including handling of the formal and informal networking
- To follow up and check on proposals progress to ensure funding application are fully considered by donors and relevant data is provided as required.
- Development of grant proposals, concept note and securing funds
- Develop and manage partner agreement and co-ordinate reporting.
- To maintain strong working relation with Tai Tanzania portfolio of existing donors and partners of organization.

### 3 TEAM WORK & PARTICIPATORY

- 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 all meetings of organization internal and external

### QUALIFICATION, SKILLS NAD EXPEREINCE

- Applicant must have Degree of social science, international relation or relevant field
- Experienced in partnership development, management and implementation of an effective corporate fundraising strategy and associated work plans
- Demonstrated competence in securing international partnership and funding
- Must have at least one (1) year working experience in relevant context.
- Excellent in written and oral communication skills.

### Key Measures of Performance

1	Partnership Building	Build Organizational partnerships with key stakeholders, mobilizing resources as well as managing long-term partnerships for programs implementation
2	Resource Mobilization	Organization development, fundraising and resource mobilization strategy
3	Partner Management	Establish and Manage relationships with key partners professionally.
4	General Communications	Communicate functions related to the strategic positioning of Tai Tanzania.

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