



Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in **BRAC Maendeleo Tanzania**.

Position: Communications Officer

Job Location: Dar es salaam, Country Office.

This position is responsible for supporting the department with its Communications activities.

RESPONSIBILITIES

- Develop and execute comprehensive communication plans to promote organizational programmes and initiatives.
- Create compelling content for various channels, including websites, social media, newsletters, and press releases, effectively reaching target audiences and enhancing brand visibility.
- Coordinate internal and external events, including conferences, workshops, and community outreach programmes, ensuring seamless execution and maximum participation.
- Monitor media coverage and engage with journalists to secure positive media relations and coverage.
- Maintain records of media coverage and collate analytics and metrics
- Manage internal communications by producing internal newsletters, memos and announcements to disseminate important information within the organisation.
- Translate communication materials where necessary
- Write, edit and distribute content including publications, press release, website content, annual reports, speeches and other marketing material.
- Internal communications; keep employees informed and engaged, prepare internal newsletter, memos and announcements to disseminate important information within the organization.
- Collect and work with external consultants, photographers/videographers, visual content for external and internal communication materials eg newsletter, brochures, posters.

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation.
- Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.

- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do the same.

EDUCATIONAL REQUIREMENTS

- Holder of a Bachelor degree in Mass Communication, Journalism or Public Relations.
- 3 years of working experience as a Communications person, Journalist or Public Relations. Working with NGO will be an added advantage.

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

- Content creation skills
- Graphics production skills
- Proven written and verbal skills
- Proficient in Microsoft Office, Content management systems and social media platforms
- Interpersonal and organizational skills

EMPLOYMENT TYPE: CONTRACTUAL

SALARY: Negotiable

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: bimcf.tanzania@brac.net

Please mention the name of the position in the subject bar.

Only complete applications will be accepted and shortlisted candidates will be contacted.

Application deadline: 5th November 2024.

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer