

Internal & External Vacancy Advertisement

ActionAid Tanzania is an anti-poverty agency working to end poverty and injustice.

Qualified women candidates are highly encouraged to apply for this position.

AATZ is an NGO registered in Tanzania and has been in operation since 1998, and a member of the ActionAid International Federation that is working in over 45 countries worldwide committed to social justice, gender equality and eradication of poverty. ActionAid Tanzania (AATZ) is seeking highly motivated individuals for the following opportunities:

1. SOCIAL MEDIA & CAMPAIGN VOLUNTEER (1 Position)

The Person:

The person will be:

- An excellent communicator
- Versatile creative writer
- Ability to adapt to a new environment.
- Active participant in data collection and analysis to consistently improve AATZ's social media practices.

Personal Traits

- Calm and patient
- Able to work in a multicultural environment.
- Self-determinant and persistence.
- Good team player.

Roles and Responsibilities of the volunteer

The social media volunteer will have the following roles and responsibilities.

- Develop social media policy.
- Develop social media content plans that are consistent with the company's brand identity.
- Creating consistent, meaningful content on all social media platforms, including writing, and editing social media posts, and promoting social media campaigns.
- Manage a high volume of daily social media posts.

- Communicate with social media followers, including responding to queries in a timely manner.
- Developing and managing social influencer programs.
- Using analytical tools such as Google Analytics, Hootsuite Pro, and Facebook Insights to monitor and evaluate the AATZ's social media presence and performance.
- Preparing monthly reports on social media.
- Suggest recommendations to adjust the social media utilization for optimal results.
- Staying up to date on best practices and emerging trends in social media.
- Performing other duties when needed

Education

- Bachelor's degree in journalism, communications, marketing, or a related field.

Competences

- At least one year of social media experience including planning and managing content in medium sized organization.
- Excellent written and verbal communication skills and must have a thorough understanding of social media management and strategy.
- Experience using various analytics software.
- Working knowledge of HTML and CSS.
- Multi-tasking, time-management skills, and ability to prioritize.
- Proficiency in creating digital content: text, images, video.
- Ability to work in a high-pressure environment.

Required professional or voluntary work experience.

- Advocacy and campaign work.
- Willingness to work as volunteer.
- Digital management, graphic designing, content creating.
- Coordination skills.
- Working or volunteering with NGOs

Language requirements.

Proficiency in both English and Kiswahili

2. DIGITAL CPMMUNICATION VOLUNTEER (1 Position)

The purpose of this placement is to strengthen and improve the digital related issues of Global platform day to day activities. The Digital Communications intern is responsible for overseeing the Centre's outgoing and internal communications, the development and implementation of digital content, and assisting with online and offline campaigns. The role will also involve assisting with training and events, social media and website content creation and management as well as working on creative and innovative strategies.

Roles and Responsibilities of the volunteer.

The digital and communication intern will have the following roles and responsibilities.

- *Communications*
 - Coordinate and facilitate the production, writing and/or editing of communications materials including flyers, promotional material, invitations, and website content.
 - Work on communications strategies for specific projects and the Centre.
 - Liaise with members, stakeholders, government, and internal staff to manage expectations.
 - Assist in developing processes and procedures for Centre communications.
 - Assist in running events, managing promotion and creation of promotional materials.
- *Social media and newsletters*
 - Create, edit, and manage multimedia content for Facebook, Twitter, and YouTube.
 - Build on existing social media strategies to expand content output and innovate on delivery.
 - Manage e-newsletters and other Mailchimp output weekly.
 - Expand on existing digital strategies and work with Communications team on new content ideas.
 - Coordinate reports and analytics for all digital output.
- *Website*
 - Create, edit, and coordinate multimedia content for the Centre's website.
 - Assist project teams in uploading content and managing training/events calendar.
 - Manage incoming member applications.

Education:

Bachelor's degree Background in communication, journalism, media, or other related areas and/or proven experience.

Competences

- Excellent verbal and written communication skills
- An eye for design and proficiency in creating visual content.
- Experience using programs like WordPress, Mailchimp, Canva
- High level of proficiency creating content for and managing Facebook and Twitter
- Proficient creating digital content: text, images, video.

- Ability to meet deadlines and work well under pressure.
- Ability to forward plan, schedule and manage priorities.
- Basic proficiency in design programs like Canva and/or InDesign or Photoshop
- Ability to manage expectations and work well with different teams and stakeholders, and ability to work well autonomously.
- Strong administrative skills and the ability to create processes along the way.

Required professional or voluntary work experience.

- Advocacy and campaign work.
- Willingness to work as volunteer.
- Digital management, graphic designing, content creating.
- Coordination skills.
- Working or volunteering with NGOs

Personal Traits:

- Must have patience in working with young people especially multicultural groups.
- Needs to have good resilient to various situations.
- Self-determinant and persistence.
- Good team player.
- Good communication skills

Language requirements.

Proficiency in both English and Kiswahili

3. GLOBAL PLATFORM VOLUNTEER (2 Positions)

Global Platform (GP) Tanzania is the youth capacity building unity under the auspice of ActionAid Tanzania in which its main office is located at Mbezi Africana -Dar Es Salaam Region. The Global Platform Tanzania training team is only now growing, and to ensure the training team works successfully to achieve its deliverables. GP is seeking to engage two vibrant volunteers to support the process:

Roles and Responsibilities of the volunteer.

- Assist the training team with co-facilitating trainings.
- Support the training team with training development and delivery.
- Assist the training team with ensuring that all training spaces are on set.
- Assist the training team and procurement team in ensuring that all items used in trainings are recorded in the Podio.

- Support the training team in research on contextual material for trainings.
- Strengthen the capacity of young people through GP learning platform.
- Create learning and development opportunities for young people.
- Create training programs to address skill gaps.
- Prepare learning materials for programs.
- Develop onboarding programs for GP Volunteers.
- Conduct surveys to gauge the effectiveness of programs.
- Research new teaching methods.

Education.

Bachelor's degree in social sciences or Project Management; Fresh graduates are encouraged to apply.

Required professional or voluntary work experience.

- Advocacy and campaign work.
- Willingness to work as volunteer.
- Digital management, graphic designing, content creating.
- Coordination skills.
- Working or volunteering with NGOs

Personal Traits:

- Must have patience in working with young people especially multicultural groups.
- Needs to have good resilient to various situations.
- Self-determinant and persistence.
- Good team player.
- Good communication skills

Language requirements.

Proficiency in both English and Kiswahili

ActionAid Tanzania is an equal opportunity employer that is committed to diversity and inclusion at the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by applicable laws.

To apply, submit your: -

1. Updated curriculum vitae highlighting relevant experience and list of successful proposals developed.
2. Cover letter outlining your qualifications and approach to proposal development through E-mail: jobs.tanzania@actionaid.org

Closing date: 25th July 2023 at 17:00hrs. Please clearly indicate "Application for ActionAid Tanzania "Consultant for Governance Project proposal" in your email subject. NB: Whilst all applications received will be assessed strictly on their individual merits, we regret that we can only respond to the shortlisted candidates.

Opportunity

Website: <https://tanzania.actionaid.org>