



EMPLOYMENT OPPORTUNITY

Action for Community Care (ACC) is Non-Governmental Organisation officially registered to operate in Tanzania Mainland, working in the areas of Health, Education, Livelihood and Social Protection; aimed at improving the prosperity and wellbeing of vulnerable and disadvantage groups in Tanzania.

In extending its activities of supporting vulnerable and disadvantages groups, the organization will implement a short term advocacy project (for 6 months from April to September 2021) aimed to increase access to the right to education for girls through addressing gaps that intentionally or unintentionally leads to early child marriages resulting to the lack of access to the right to education for girls.

In order to achieve the important goals set, and for efficient execution of its duties, Action for Community Care is looking for enthusiastic, creative, energetic individual to fill below vacant positions:

Project Manager (1 Post)

Job Purpose

The Project Manager will provide technical direction to the program and will oversee the development and execution of ACC's approaches in the Data Driven Advocacy Activity by following the work plan and budget.

He/She will also be responsible for realization, documentation and in the dissemination of project materials in collaboration with the Media and Stakeholders involved in the project. Write and distribute content to promote an organization's brand, activities, or products.

Summary of Key Responsibilities;

- The selected Candidate will be responsible and accountable for timely and quality project implementation in Dodoma
- Coordinate and mobilize partners and relevant stakeholders involved in the project
- Build strategic alliances with other key actors internally and externally to advocate for right to education for girls
- Facilitate development and dissemination of advocacy messages that promote right to education for girls
- Supervise the production process of the Project IEC materials
- Lead in identifying, packaging and pitching stories and public issues to put on digital platforms.
- Liaising with media through Public Relation Office, and identifying the media of which interventions will meet the goal
- Represent the organization at key events for the advancement and strengthening of our core work with a focus on GBV and VAC

Action for Community Care is sensitive to equal employment rights for vulnerable groups, so we strongly encourage people with disabilities to apply

Required Skills and Abilities

- Excellent in Communications Skills
- Good Interpersonal and Leadership skills
- Good Time Management and Organizational skills
- Excellent Media Relations Skills

Qualifications and Experience

- Bachelor Degree in Development Studies while Communications; Journalism; Public Relations or related field will be an added advantage
- At least a minimum of 2 years' experience in Gender-related work, child right and GBV in Advocacy programmes/initiatives
- Excellent verbal and written English skills
- Proficient in Microsoft Office, Content Management Systems, and Social Media Platforms

Public Relation Officer (1 Post)

Job Purpose

We are looking for a Public Relations (PR) Officer to organize and oversee PR activities and ensure effective communication with stakeholders, media and the public

As a PR Officer, he/she should be an organized and cool-tempered professional who is able to handle a crisis. He/She should have a creative mind and excellent communication skills and also confident in public speaking.

Summary of Key Responsibilities;

- Support the Project Manager in implementation of Data Driven Advocacy Activity in Dodoma
- Develop PR campaigns and media relations strategies
- Organise events such as meetings, dialogues as well as TV and Radio Programs
- Participate in development and dissemination of advocacy messages that promote right to education for girls
- Seeks opportunities for partnerships, sponsorships and advertising
- Track media coverage and follow the social media followers trends
- Support the production process of the Project IEC materials

Required Skills and Abilities

- Proficient in MS Office and social media
- Strong communication ability (oral and written)
- Creativity and problem-solving aptitude
- Familiarity with project management software and video/photo editing is a plus

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Qualifications and Experience

- BSc/BA in Public Relations, Journalism, Communications or a related field
- Proven experience as a Public Relations Officer or similar PR role
- Experience managing media relations (online, broadcast and print)
- Proficient in Microsoft Office, Content Management Systems, and Social Media Platforms

If you believe you are the ideal person we are looking for, submit your application letter describing why you are the right candidate for this position and curriculum vitae detailing your experience with three referees to info@actionforcommunitycare.org.

Closing date for applications: Tuesday March 30, 2021 (only shortlisted candidates will be contacted)