

Twaweza Job Description

Job Title: Communications Officer – Writing
Salary Grade: 5A
Reports to: Senior Advisor, Communications
Supervises:
Location: Tanzania
Start Date: 1 January 2018

Overall Responsibility:

You will be primarily responsible for production of all Twaweza content including publications, films and audio materials across East Africa. You will be responsible for writing and editing as well as overseeing design and production for all Twaweza outputs which originate from other units in the organization. You will ensure that all content meets Twaweza standards, and is consistent with Twaweza values and vision. You will also ensure that content appropriately addresses the audience, problem and success for which it is conceived.

Specific Responsibilities:

1. Oversee all production processes for content in Tanzania from conceptualization to finalization, keep clear records of your work and ensuring the highest quality at all times;
2. Edit and proof read all publications produced in English and Kiswahili including but not limited to policy briefs, monitoring briefs, research reports and posters;
3. Oversee the design and print process for Twaweza, including Uwezo, publications;
4. Conceptualise and produce, based on briefings provided by other units, popular printed materials in English and Swahili;
5. Conceptualise, based on briefings provided by other units, video and audio material;
6. Oversee the production process for all video and audio material including reviewing scripts, overseeing production (filming or recording) and finalization;
7. Ensure all outputs, printed, video or audio, adhere to Twaweza standards and reflect Twaweza values and vision;
8. Support timely and effective dissemination of information outputs from all Twaweza units;
9. Co-create and foster high quality standards and guidelines for Twaweza's communications across different media and formats and promote these standards to all staff;
10. Ensure that all Twaweza outputs adhere to the required work flows including sign off or buy in from the relevant thematic unit and sign off by the Executive Director;
11. Conceptualize high quality, effective advocacy and engagement as required;
12. Support the Senior Program Officer, Advocacy to organize events, manage partnerships and other engagement activities;
13. Develop and maintain good links with the media; support press conferences and other engagements with the media;
14. Communicate clearly and in a timely fashion with external audiences, face-to-face, through email and telephone; conferences where appropriate, and other forms;
15. Oversee external suppliers and partners including, but not limited to designers, printers and production companies; and
16. Support management in communication and representation needs as needed.

General Responsibilities:

1. Successfully implement above responsibilities and assigned activities in work plans and budgets, consistent with Twaweza Policies.
2. Contribute effectively to planning, monitoring, reporting and information dissemination of Uwezo's/Twaweza's work.
3. Collaborate with Twaweza staff across units and countries in a spirit of mutual respect and cooperation to get things done.
4. Communicate your work through active use of internal platform (SalesForce), electronic calendar (Gcal) and being accessible on electronic chat (Skype) as per Twaweza requirements.
5. Participate actively in organization-wide learning and other joint activities.
6. Comply with and foster adherence to the established Twaweza values, policies, regulations, guidelines and procedures.
7. Undertake any other lawful tasks as may be assigned by your Supervisor and/or Executive Director.

Core Qualifications:

1. Experience in development and communications work;
2. A university degree in a relevant field;
3. At least two to three years' relevant working experience, specifically in communications;
4. Excellent writing and communication skills in Kiswahili and English; an eye for detail;
5. Strong analytical and organizational skills;
6. Computer proficiency including web-based applications;
7. Flair for working with visual materials; a powerful creative eye; design skills are desirable;
8. Keen understanding of traditional media, social media and uses of new technologies for communication in the East African context;
9. Ability to be on top of issues and deliver quality on time.