



JOB ANNOUNCEMENT

BACKGROUND:

Amref Health Africa – Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral, and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, Newborn, and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa Tanzania’s projects respond to national health priorities and sustainable development goals (SDGs) in addressing the needs of needy communities mostly women and children. We work to increase the effectiveness, efficiency, and sustainability of health services by strengthening health systems, improving access to services, advocating stronger community health systems, and influencing health policies. With the above background, Amref Health Africa Tanzania has the following vacancy:

Position:	Communications Internship/ Volunteer
Directorate/Unit:	Communication unit
Reports to:	Head of Communications & Partnership
Location:	Dar es salaam

JOB PURPOSE

The Communications Support – Special Task candidate will assist the Communications and Partnership department under the guidance of the Head of Communications & Partnership. This role focuses on developing and managing Public Relations (PR) content, strengthening partnerships, and supporting various communications activities. It requires a highly skilled, flexible, and creative individual passionate about content creation, strategic communication, and partnership development.

MAIN DUTIES AND RESPONSIBILITIES

- Develop and package compelling content in collaboration with the Graphic Designer to produce final layouts/products for communication materials, utilize tools like Adobe Suite for content editing, publication, and multimedia design.
- Write engaging and strategic content for partnership engagements, fundraising initiatives, and donor relations.
- Lead social media content strategy and execution, including digital campaigns, platform engagement, scheduling, monitoring, and engagement analytics.
- Support health projects with Media engagement, event coverage, donor visits, documentation, and audiovisual content creation (photography and videography).
- Ensure media and press content is accurate, high-quality, and distributed effectively.
- Manage the partnership database and maintain effective communication with partners, supporters, and key individuals and collaborate with the ICT unit to maintain and update CRM systems for data management and donor/partners tracking.
- Prepare and issue monthly PR and partnership reports with insights and trends to inform strategies.
- Collaborate with the team to ensure all communications are aligned with organizational goals and brand guidelines.

- duties assigned by the supervisor

Qualifications and Experience

- Bachelor's Degree in Public Relations, Mass Communications, Communications for Development, Marketing, International Relations, Public Administration, or related fields.
- At least four (4) years of experience in communications, preferably within the NGO or health sector.
- Demonstrated experience in fundraising, partnership development, event planning, and execution.
- Skilled in managing public or social events and developing multimedia content (photography and videography).
- Strong command of both English and Kiswahili, including translation proficiency.
- Proficiency in digital communication and social media management.
- Proven ability to create impactful content for diverse audiences across platforms such as press releases, newsletters, websites, and social media.
- Adept at working in multicultural and multinational environments with cross-functional teams.

Skills

- Excellent Writing skills: Strong content development and editing capabilities.
- Adobe Suite Proficiency: Expertise in photo and video editing tools.
- Social Media Management: Planning, scheduling, and optimizing campaigns for maximum engagement.
- Event Planning: End-to-end planning and execution of events and donor visits.
- Content Management: Organization and execution of PR, IEC, and digital materials.
- Networking: Ability to build relationships and strengthen partnerships across sectors.
- CRM Data Management: Donor/partner tracking systems and analytics.
- Photography & Videography: Skilled in creating high-quality audiovisual content.
- Time Management: Strong ability to prioritize tasks and meet tight deadlines.
- Flexibility & Reliability: Capable of working under pressure in a fast-paced environment.

HOW TO APPLY: -

If you meet the criteria given above and are interested in the vacancies, please visit Amref's website <https://amref.org/vacancies> / Amref will conduct interviews at Dar es Salaam Offices to select qualified candidates. To be considered, your application must be received by 16.30 Hours on December 17, 2024.

1. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy
2. "Amref Health Africa is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible"
3. Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channelled to the provided official correspondence email above
4. Amref Health Africa –Tanzania regrets that only short-listed candidates will be contacted

