



VACANCY ANNOUNCEMENT

Gain Postharvest Loss Prevention (GPLP) Project

HELVETAS Swiss Intercooperation is a Swiss INGO actively contributing to the improvement of the living conditions and status of economically poor and socially disadvantaged people in more than 33 developing countries. Water and Infrastructure, Rural Economy, Environment and Climate, Education and Skills Development, and Governance and Peace are the main areas of focus of HELVETAS.

HELVETAS has been working in Tanzania for more than 15 years. Currently, it runs some projects in central corridor regions and northern part of Tanzania. One of its projects is *Grain Post Harvest Loss prevention* (GPLP) project, funded by the Swiss Agency for Development and Cooperation (SDC). The project aims to improve the gain post-harvest losses for improved food security and incomes of smallholder farmers and disadvantaged groups in the central corridor of Tanzania. HELVETAS through GPLP invites applications from qualified and dynamic Tanzanian citizens for the following position.

Position : **Communication Specialist**
Duty station : **Dodoma** (with at least 30 % of time in the field)
Qualifications : **Mandatory: Minimum Bachelor** degree in Journalism, Mass Communication, Public Relations, Business Administration or other related fields
Option: Post graduate diplomas/degree in any of the mandatory relevant field including IT and Graphic Design
Experiences : **Mandatory- Minimum 5 years** of professional experience, of which at least 3 years in communication role. Working experience with INGOs or donor funded project as communication officer
Field Work Experience in rural outreach

Duties and Responsibilities:

- A. Review, develop and lead the implementation of project communication strategy
- B. Facilitate the production of various communication materials
- C. Facilitate effective dissemination of communication materials and knowledge management
- D. Build the capacity of project and partner staffs on effective communication

Competencies

- Proven ability to design and write wide range of materials including speeches, leaflets, briefing papers, web pages, press releases, newsletters and reports
- Proven experience of preparing news clips and case studies for publication
- Ability to use digital media, such as web, email and social media
- Excellent written and presentation skills in English and Swahili
- Ability of interaction and manage media stakeholders

Duration : September 2016 or earlier for 12 months with possibility of extension based on the performance

Benefits : Attractive package as per the rules and regulations of HELVETAS Tanzania

Application Procedures:

Interested candidates are requested to submit a letter of interest, an updated CV and the name of three references (immediate or previous supervisors only) from their previous employers to the e-mail address only: **Email** : tanzania@helvetas.org

Document should be in one pdf file not exceeding 5MB saved with the position title. No certificates or images should be attached; otherwise the application will be disqualified. Telephone and any other form of enquiry will not be entertained. Only short-listed candidates will be contacted for written tests, presentation and interviews. For full job description and other relevant documents, please visit our website https://www.tanzania.helvetas.org/en/about/jobs_tanzania/

Women candidates are highly encouraged to apply. **Deadline for submission of applications is Friday, 5th August 2016**