

Digital Opportunity Trust Tanzania

Employment Opportunity

Position: Communication Officer

Digital Opportunity Trust (DOT - www.dotrust.org) is a Canadian international NGO supporting a global network of DOT organizations leading economic and education change in countries throughout Africa, the Middle East, Asia and the Americas.

DOT is an innovator in enabling people to access and apply information and communications technologies (ICT) to create education, economic and entrepreneurial opportunities. DOT's vision is to make these opportunities available to marginalized people, especially women and youth, as a strategy to eradicate poverty, vulnerability and gender inequality. DOT's signature entrepreneurship programs, ReachUp! And StartUp!, integrate ICT, life skills, and micro-enterprise development and are delivered in a cost-effective manner, using university graduates to train and build capacity of youth in their communities. DOT transforms and supports young women and men, as they become leaders of economic and education change in their societies.

DOT operates within a fundamental principle of local ownership. DOT invests in local management and staff, creates a local organization with a local board of directors and develops a local business plan to govern sustainable, growth, local resource expansion and local job creation.

DOT launched a branch office, DOT Tanzania; to implement the Youth Lead Enterprise Development (Y-LED) Project in Tanzania and deliver DOT's Economic programs the ReachUP! And StartUp!. The Canadian International Development Agency (CIDA) awarded DOT funding to launch its programs in Tanzania.

To strengthen its operations, DOT Tanzania is seeking to hire a **Communications Officer**.

Position Description:
As a **Communication Officer**, you will work to support sustainability of DOT Tanzania through proactive and targeted communications with all of DOT Tanzania's stakeholders. You will work on the DOT Tanzania country team and take your direction from the Country Program Manager.
Reports to: Country Program Manager



Your key responsibilities and accountabilities will include:
Own communications strategy & implementation plan (developed in conjunction with the Program Manager and the Advisory Committee)

Promotion - Raise profile of DOT Tanzania, specifically to:

- Attract dynamic young Tanzanians to become interns,
- Drive demand from potential beneficiaries to use DOT Tanzania's training,
- Attract potential sponsors to support the financial sustainability of DOT Tanzania,
- Raise awareness of DOT Tanzania among Tanzania's decision makers and the general public,
- Differentiate DOT Tanzania and position it as the leading Youth Development and ICT focused program in Tanzania,
- Partner Management - Facilitate communications with all partners using all appropriate channels (website, newsletter, email, advertising etc): Including Board, Strategic Partners, Program Partners and other stakeholders,
- Ensure that all partners are acknowledged, and kept up to date with the latest program news,
- Responsible for all partner reporting – ensure that DOT Tanzania is responding to individual needs of the different partners,

Linkages with DOT Global program:

- Ensure flow of communications between DOT Global and DOT Tanzania,
- Ensure that communications messages and approaches are aligned with DOT Global program,

Sustainability:
Assist Program Manager with driving financial Sustainability of DOT Tanzania program.

Knowledge:

- Work with other members of the team to collect and present the latest information on the program,

- Highlight the impact of the program through gathering success stories from the field Undertake other duties assigned by the Country Program Manager,



Position Qualification & Skills Requirements:

- Minimum of undergraduate degree,
- At least three to five successful years of experience in the development communications field,
- Experience developing and managing web content,
- Experience using and promoting technology related products and/or services,
- Excellent communications and writing skills,
- Strong commitment to community development and youth,
- Fluent in English and working knowledge of Kiswahili,
- Willingness to participate in field activities and travel to remote areas within Tanzania,
- The ideal candidate will be a proactive and efficient *multi-tasker*. This candidate will like to work independently in a fast-paced dynamic working environment. He/ She will have excellent writing skills, creative, good coach, committed and excited by working with youth.

Compensation:

DOT is a non-profit INGO that recognizes that change is driven by involving the best people. Salary will be competitive and commensurate with experience.

Equal Opportunity Employer

DOT is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, colour, disability, gender, race, religion or any classification.

How to Apply

Interested applicants for this position must submit a cover letter, current curriculum vitae and the names and coordinates of three references. References will not be contacted without prior consent. Application and enquires should be addressed to Country Program Manager, DOT Tanzania, P. O. Box 32416, Dar es Salaam. And sent to tanzania@dotrust.org with a subject, "**DOT Tanzania – Communications Officer**".

Deadline for submissions is 23:59HRS, Friday 14th June 2013.