**TITLE:** Communication and Documentation Officer

**PARTNER(S):** Tanzania Horticultural Association (TAHA)

**COUNTRY AND PLACE OF ASSIGNMENT:** Arusha, Tanzania

**CONTRACT DURATION:** 12 weeks

**DESCRIPTION:**
Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Tanzania Horticultural Association (TAHA) is a member-based private sector organization that supports the growth and competitiveness of the horticultural industry by uniting and coordinating value chain actors toward ensuring inclusive growth, sustainability and profitability in Tanzania. TAHA provides a platform for producers, traders, exporters and processors of horticultural products (flowers, fruits, vegetables, selected tubers, horticultural seeds, and spices) and supports the expansion of businesses.

The Communications and Documentation Officer volunteer will support Uniterra program objectives and TAHA by supporting the improvement of their communication and documentation systems and processes.

**RESPONSIBILITIES:**

- Review and consolidate existing communication materials and support the production of new materials for improved visibility and recognition;
- Provide training and mentorship to staff in documentation and communication, including capturing best practices and developing case studies;
- Support the development and implementation of a communication strategy;
- Coordinate with stakeholders and media for the dissemination of materials developed;
- Assist staff in the consistent management of promotion platforms such as social media, newspaper and web sites;
- Ensure the representation and participation of women and youth in all activities and program benefits;
- Write reports required by the partner organization and the Uniterra program.

**QUALIFICATIONS:**

- Experience in communications or media relations is an asset
- Knowledge of interdisciplinary development issues
- Ability to build strong strategic relationships
- Professionalism and intercultural sensitivity
- Capacity to focus on impact and respond positively to feedback
- Strong written and oral communication skills in English; Swahili is an asset