TITLE: Communication and Documentation Officer

PARTNER(S): Tanzania Organic Agriculture Movement (TOAM)

COUNTRY AND PLACE OF ASSIGNMENT: Dar es Salaam, 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 Organic Agriculture Movement (TOAM) is a non-governmental umbrella organization that coordinates and promotes the development of organic farming among farmers, distributors and consumers through networking and information distribution. TOAM sees development of the organic farming sector as a crucial factor for sustainable livelihoods and envisions establishing a vibrant, sustainable and mutually beneficial organic sector in Tanzania. Its 115 members include institutions and organizations such as farmers' associations and cooperatives, NGOs, organic operators, companies, distributors, researchers and trainers. TOAM approaches its goals and support to members through awareness raising, capacity building of best practices in organic agriculture and business, information sharing and collection, lobbying and advocacy, and linkages and networking.

The Communication and Documentation Officer volunteer will support Uniterra program objectives and TOAM 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;
- Facilitate increase of local media awareness of TOAM's products and services;
- Assist in editing and publishing annual progress reports and other communication materials;
- Provide input on documentation and communication of tools and guidelines;
- Ensure the representation and participation of women and youth in all activities and program benefits;
- Write reports required by TOAM and the Uniterra program.

QUALIFICATIONS:
- Experience in communication, marketing and social media are strong assets
- Experience in working within multicultural teams, professionalism
- Ability to work in an environment with limited resources
- Strong written and oral communication skills in English; Swahili is an asset