<table>
<thead>
<tr>
<th>TITLE: Communication and Documentation Officer</th>
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<td>PARTNER(S): MVIWATA Manyara</td>
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<td>COUNTRY AND PLACE OF ASSIGNMENT: Tanzania, Babati</td>
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<td>CONTRACT DURATION: 12 weeks</td>
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**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.

Mtandao wa Vikundi vya Wakulima Tanzania (MVIWATA) is a national membership organization of small scale livestock, crop and fish farmers in Tanzania. MVIWATA - Manyara works in five districts of the Manyara region, bringing regional farmer groups and networks together to amplify their voices on economic, social, political and cultural issues through empowerment, advocacy and lobbying. There are more than 7,000 farmers in the region, and about 3,000 are registered. MVIWATA - Manyara is implementing a program toward the economic empowerment of family farmers, especially women and youth, by linking them to opportunities and value chains, and supporting individual skill-building and organizational sustainability.

**RESPONSIBILITIES:**

- Support the production of communication materials to increase the visibility of the organisation;
- Provide training and mentorship to staff in preparing communication content for different media outlets including capturing best practices and developing case studies;
- Support the implementation of a communication strategy for different end users;
- 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 website;
- 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:**

- Strong practical knowledge of development issues
- Ability to build strong relationships with all partners, focused on impact and results and responds positively to critical feedback
- Strong written and oral communication skills in English; Swahili is an asset
- Ability to work independently, take initiative, and work well in a cross-cultural team
- Commitment to and understanding of gender equality, youth inclusion and volunteering