TITLE: Communication and Documentation Officer

PARTNER(S): Tanzania Chamber of Commerce, Industry and Agriculture (TCCIA)

COUNTRY AND PLACE OF ASSIGNMENT: Tanzania, Babati

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 Chamber of Commerce, Industry and Agriculture (TCCIA) is a membership organization established in 1989 with the aim of linking industrial and agricultural producers and traders to market, promote, coordinate, protect and expand commercial, industrial and agricultural interest in Tanzania. TCCIA - Manyara facilitates dialogue for members in the Manyara Region with the Government of Tanzania on socio-economic policy matters, advises on trade promotion and industry development, assists in export policy and strategy development and the elimination of bureaucracy for businesses.

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