



## **ESAFF REGIONAL SECRETARIAT**

### **Vacancy**

**Post: Program Officer: Networking, Communications and Information Technology (IT)**

**Employment Date: Immediately**

**Duty Station – Morogoro, Tanzania**

The Eastern and Southern Africa small scale Farmers' Forum— ESAFF, is a network of small holder farmers that advocate for policy, practice and attitude change that reflects the needs, aspirations, and development of small-scale farmers in eastern and southern Africa. ESAFF works with its members in Burundi, Rwanda, Uganda, Tanzania, Kenya, Lesotho, Malawi, Madagascar, and Mozambique as well as Seychelles, South Africa Zambia and Zimbabwe. ESAFF is registered in Tanzania under Non-Governmental Organisations Act 2002 and its office is based in Morogoro, Tanzania.

#### **Major Roles and Required Qualifications**

Competent applicants from Eastern and Southern African countries are invited to fill the position of **Program Officer Networking, Communication and IT**. The ESAFF Regional Headquarters Networking, Communications and IT Officer plays a critical role within the organisation. He/she is responsible for the 'look and feel' of the organisation, making sure members communicate among themselves and that ESAFF important work is clearly presented to members and key public and internal audiences. As a member of the staff, he/she contributes to providing vision and deliver the mission of ESAFF on networking, communications and information technology.

#### **1. Strategic communications**

- Helping to create the organisation's strategic plan and taking responsibility for the networking, communications and IT aspects of the plan
- Working closely with members and other officers to plan and support their activities.

#### **2. External communications**

- Building ESAFF's profile in the media
- Planning, writing, editing, designing publications, both paper and electronic
- Planning, writing, editing, updating and designing web content
- Managing service providers of ESAFF on Networking, Communications and IT matters
- Building a photo library and media cuttings at Members and ESAFF Regional Secretariat level

#### **3. Internal communications**

- Strengthening our internal communications processes
- Organising and running communications workshops on IT application and utilisation

#### **4. Information management**

- Creating and maintaining electronic and paper filing systems
- Creating and maintaining contacts database

#### **5. Networking among members**

- Helping members and the board with communications' needs (interpretation of English, French, and Kiswahili)
- Coordinating information sharing among the members and the networks

#### **6. Person specification**

**The candidate should have the following skills and experiences**

- Bachelor of Arts Degree in communication/ journalism or any other related field
- Proficiency in French, English and Kiswahili is a must (Portuguese will be an added advantage)
- Proven experience in development communication including in sustainable agriculture and community development issues in East and Southern Africa
- Strategic communications experience
- Good interpersonal and public relations skills
- Demonstrated ability to work with multiple projects, culture and meet deadlines
- Proven experience in securing media coverage
- Proven writing, editing and presentation skills
- Experience in creating of Electronic Newsletters
- Experience in uploading content for websites
- Experience managing externally funded projects, and reporting back to funders
- Experience working in an NGO or in an international environment
- Ability to work with minimum supervision
- Demonstrated knowledge of IT packages

**NOTE: Women are encouraged to apply**

Send your updated CV through [jobs@esaff.org](mailto:jobs@esaff.org) copy to [esaff@esaff.org](mailto:esaff@esaff.org) not more than 7 days after the publication of this announcement.

For more information write to [coordinator@esaff.org](mailto:coordinator@esaff.org) or visit [www.esaff.org](http://www.esaff.org)