



Tanzania

JOB OPPORTUNITY
COMMUNICATIONS AND MEDIA SPECIALIST
ELECTION SUPPORT PROJECT 2010

In 2010 the United Republic of Tanzania will undertake its fourth pluralistic general election. Tanzania has managed to conduct credible elections since the reintroduction of multi-party politics in 1992. The government is eager to maintain this track record and to further strengthen democratic practice in Tanzania, and has undertaken early and comprehensive preparations for the electoral process. The Electoral Support Project (ESP) has thus been developed and was signed by the Government and UNDP on 15th June 2009. A basket funding mechanism, has been established and received contributions from development partners committed to strengthening democracy in Tanzania. The overall objective of the project is to support the implementation of credible elections in the United Republic of Tanzania in 2010 that will reflect international standards and best practice. In this regard UNDP seeks to recruit a Communication Specialist, who will under the supervision of the Project Manager, undertake the following tasks:

Some of the Duties and Responsibilities:

- ❑ Develop, implement and monitor the ESP communications, media and PR strategic plan and ensure that ESP related communication requirements of relevant stakeholders (such as EMBs, the development partners and UNDP) are met. Develop and implement an ESP publications plan and take the lead on identification of storylines for publication and drafting of articles, newsletters and other visibility materials. Advise NEC and ZEC on developing, delivering and monitoring communications, PR and media strategic plans. Advise EMBs officials on professional support regarding media relations, exposure, and liaison and develop appropriate TORs for relevant training. Act as communication and media focal point for the ESP as required. Assess and contribute to the planning and implementation of media campaigns and outreach activities on ESP, EMB and relevant CSO activities in relation to the electoral process. In consultation with ESP staff and the EMBs, prepare public information materials, articles, press releases and website content to support project delivery.
- ❑ Advise EMB Commissioners and Directors, on suitable professional support for media relations, exposure, and liaison, and prepare TORs for relevant training. Organize and implement public events such as commemoration of international days and milestone occasions in the electoral calendar. Maintain a strong network of media contacts. Organize media activities including roundtable discussions, press conferences, briefing sessions, interviews and media launches. Act as communication and media focal point for the ESP as required. Produce monthly, quarterly and other reports as requested by the Project Manager. Proactively handle all information requests from media outfits and react appropriately to journalist and media inquiries. Prepare speaking points, briefs for etc, for the Project Manager and/or UNDP Country Director. Produce monthly, quarterly and other reports as requested by the Project Manager. Organize and implement public events such as commemoration of international days and milestone occasions in the electoral calendar.

Qualifications, Experience & Skills:

- Advanced university degree in Communication, Journalism, Public Relations; or equivalent professional work experience in the communication area, combined with an advanced university degree in a related discipline. At least five years of relevant experience in the national or international level in public relations, media or public relations.
- Previous experience with a multilateral or international organization is helpful but not mandatory. Extensive experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems. Institutional capacity building experience, training, project design and implementation, monitoring and evaluation skills.
- Experience with UN, governments, donors, non-government and international development organizations, preferably in sub-Saharan Africa. Willingness to travel frequently in Tanzania and to work extensive hours and under pressure. Excellent analytical, communication, writing and presentation skills. English fluency written and spoken, essential. Knowledge of Kiswahili an asset.

Type of Contract:

SC-10

Duration: 12 months

Mode of Application:

Qualified candidates should forward applications with most recent prepared CVs and copies of certificates/testimonials to: **Development Support Services Unit, UNDP, P.O. Box 9182, Dar es Salaam**, not later than **16 October 2009**. Interested applicants are strongly advised to visit our website: www.tz.undp.org for detailed Terms of Reference before attempting to apply. Applications sent through e-mail will not be accepted. **Only short-listed candidates will be contacted.**