



CAREER OPPORTUNITY: MEDIA AND COMMUNICATION MANAGER

Reports to: Head of Programs

Location: Dar es Salaam

Contract Duration: One Year (renewable based on performance).

The Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET) is a leading civil society education coalition in Tanzania advocating for inclusive, equitable, and quality education in Tanzania. With a membership of 245 organizations, TEN/MET engages with policymakers, development partners, and communities to influence education policy and practice through evidence-based advocacy and programmatic interventions.

About the role: We are seeking for an experienced Communication Manager to lead and enhance its strategic communication and media efforts. This role is responsible for shaping the organization's public image, managing communication campaigns, and producing compelling content that elevates our visibility and advocacy goals. The ideal candidate will have strong storytelling skills, a deep understanding of digital and traditional media, and the ability to craft impactful messages for a wide range of audiences. This position is ideal for someone who can combine creativity with strategic thinking to drive awareness and influence.

Duties and Responsibilities

Communications strategy planning and execution (45%)

- Develop a communications and marketing strategy that will guide TEN/MET in its external relations and internal communications.
- Develop and deliver the communications department annual operating plan.
- Coordinate planning, budgets, and M&E of core communication areas.
- Ensure both TEN/MET and donors branding guidelines are effectively adhered to.
- Oversee the development and publication of promotional materials including reports, newsletters, web content, press releases, articles, guidelines, organizational brand and products.
- Create visual and narrative communication materials including presentations, and infographics producing high-quality content that engages the audience and builds TEN/MET brand recognition.
- Develop and implement effective TEN/MET social media campaigns and program marketing strategies.
- Coordinate production of a diverse range of information products including audio/visual communications, needed to achieve specific, program, policy and advocacy goals.

- Document program promising practices, success stories and lessons learnt and share them with donors/ partners and stakeholders.
- Track results of policy and advocacy initiatives at the output and outcome levels.
- Prepare quarterly and annual communication and advocacy reports.
- Prepare quarterly news letter

Organizational visibility, media relations (15%)

- Develop and sustain effective relationships with media at all levels to engage more effectively on issues of education and teachers' welfare.
- Ensure development of advocacy-oriented communications to support advocacy campaigns, increase public discussion and fund-raising initiatives.
- Ensure consistency and compliance with TEN/MET branding guidelines for all project related communication materials and protect the organizations brand reputation.
- Build and maintain relationships with policymakers, development partners, stakeholders, and other key decision-makers to support the achievement of advocacy objectives.

Strategic communications (25%)

- Take lead and guide on strategic engagement with the media at International Level, national, regions and district/ward level.
- Oversee the compilation and dissemination of information from all TEN/MET programs to monitor and ensure messaging consistency and content to be in line with organizational communication strategy.
- Take lead to facilitate special visits to the field, stakeholder or meetings with key partners, policy makers and stakeholders.
- Oversee the preparation and dissemination of high-quality development educational /IEC materials and Projects.
- Pitch story ideas and securing coverage in regional, national, international and industry media for increased TEN/MET visibility as a thought leader in education matters.
- Planning and implementing coordinated campaigns that achieve results on time and within budget.

Manage Communications unit (15%)

- Build capacity on communications of TEN/MET non-communicators (on documentation and success story telling of the program).
- Provide orientation on child protection and safeguarding communications standards to TEN/MET Staff and sub grantees.
- Lead and manage the media and communications team, fostering a high-performance culture through effective guidance, motivation, and a supportive work environment.
- Oversee strategic planning, budgeting, and reporting for all communications initiatives to ensure alignment with organizational goals.

Qualification, experiences, and competencies

- A Master degree in journalism, communications, public relations, graphic designing, photography and videography, mass communications or a related field.

- Minimum of 7 years of proven experience demonstrating expertise in strategic communication, marketing, and fundraising to enhance organizational visibility and impact.
- Extensive knowledge of the principles, practices and techniques of oral and written communications and interpersonal relations skills to determine the most effective communications and presentation materials.
- Professional level skills in publications development with writing and editing experience preferably with a non-profit organization.
- Demonstrated ability to write and edit content for diverse audiences, including news and feature articles. Proficient in adapting writing style to suit various formats and topics, with strong editing and proofreading skills to ensure clarity, accuracy, and consistency.
- The ability to translate complex technical language and ideas into language easily comprehensible for external engagement.
- Proven ability to manage and grow a team.
- Photographic and video skills also preferred.
- Solid knowledge in Microsoft Office, social media channels and all public engagement management tools and techniques.
- High level of confidence and confidentiality.
- Ability to perform constructive public engagement activities as per TEN/MET policies.
- Extensive experience collaborating with partners, government agencies, and key education stakeholders to drive strategic initiatives and foster impactful partnerships.

How to Apply

Interested candidates should submit a **CV, cover letter, copies of certificates contact information for three referees** to recruitment@tenmet.or.tz and CC to humanresources@tenmet.or.tz with the subject line “**Application for Media and Communication Manager**” by **3rd September 2025**.

TEN/MET is an equal opportunity employer. We strongly encourage women, persons with disabilities, and other marginalized groups to apply. Our employment decisions are based on merit and suitability for the role, without discrimination.

Only shortlisted candidates will be contacted.