

VACANCY ADVERTISEMENT

COMMUNICATIONS OFFICER

TNRF is a collective, membership-based civil society organization working to improve natural resource governance in Tanzania. TNRF premises its existence upon the recognition that the quality of governance fundamentally determines how natural resources are managed and how they support the livelihoods of Tanzanians. In this regard, TNRF aims to improve accountability, transparency and local empowerment in natural resource management by bringing together a diverse range of stakeholders and interests to share information, build collaboration, pool resources, and promote innovation towards common aims of better and devolved natural resource governance and management. As an organization, TNRF values a collaborative spirit, personal commitment, values of integrity and transparency and determination to positively influence Tanzanian society. TNRF is presently seeking an individual to lead and expand its communications efficiently and energetically.

Main Responsibilities:

- Support all levels of communication including mass communications with TNRF members and the general public, corporate and internal communications
- Develop and respond to the TNRF Membership through a programme of topical events, publications and online services
- Prepare programmatic budgets and monitor costs against budgets
- Influence senior management to gain commitment to communications best practices;
- Develop relations with the media that support TNRF's information sharing and advocacy goals
Work closely with the Information Officer to maintain the database and library of resources on natural resource management;

Main Purpose

Reporting to the Coordinator, this role is a highly varied and demanding position working with the organisational leadership and an extensive member base.

Qualifications:

TNRF is looking for a hard working and dynamic team member who has the following qualities and skills:

- University graduate with post graduate qualification in Communications & Public Relations
- A minimum of 5 years experience in communications and/or marketing required, preferably in a organisation working on environmental and natural resource management issues, developing strategic communications for various programmes;
- Excellent organizational, interpersonal and time management skills;
- Excellent written and verbal communication, presentation and facilitation skills;
- Strong internal and external member engagement skills;
- Extensive and demonstrable project management skills;
- Excellent problem solving skills;
- Self driven and motivated individual;

Remuneration:

A two-year renewable contract with three months probationary period will be offered, based in Arusha. TNRF provides a competitive salary with benefits based on experience and qualification.

Deadline:

To apply, please send your application letter by post or email stating clearly why you are interested in the position, together with full *curriculum vitae*, *relevant certificates* and the names of two referees to:

The application deadline is **15th February 2010**. Only candidates who will be short-listed will be informed and invited for an interview.

The Coordinator, Tanzania Natural Resource Forum, P.O. Box 15605, Arusha. coordinator@tnrf.org

TNRF IS AN EQUAL OPPORTUNITIES EMPLOYER