

ADVERTISEMENT

We are actively seeking a dynamic and highly skilled **Communications Project Officer** with a strong emphasis on design to enrich our creative team to be based in **Dare salaam**.

Job Purpose

The primary role of the Communications Project Officer will be to infuse our brand with visually compelling designs across various materials. Your responsibilities shall encompass multimedia content creation, departmental support, and media relations.

Key Responsibilities

1. DESIGNING AND BRANDING

- Create visually appealing and innovative designs for various materials, including t-shirts, journals, newsletters, posters, books, banners, infographics, calendars, etc.
- Ensure consistency in design elements and branding across all materials, maintaining a cohesive and recognizable brand identity.
- Prepare print-ready files, including specifications for various printing processes to ensure high-quality output.

2. UNTOLD SUCCESS STORIES

- Collect, edit, copywrite, and submit written UNTOLD stories collected from the regions in Tanzania where we operate.
- Coordinate the collection of success stories or curated media content with the staff.
- Translate content generated from local languages to English.

3. MULTIMEDIA CONTENT CREATION

- Coordinate and execute photography and videography of UNTOLD events or UNTOLD client impact stories for donor engagement and internal use.
- Edit and store UNTOLD multimedia content according to departmental guidelines.

4. DEPARTMENTAL SUPPORT

- Create and implement effective communication strategies based on our target audience and as assigned.
- Plan and manage events locally that are well thought out and aligned with the Untold brand and within the allocated budget.
- Collaborate closely with the communication team to copywrite content and work with other team members to understand project requirements and deliver designs aligned with the project's goals.
- Train staff on communication protocols.

5. MEDIA RELATIONS

- Cultivate and maintain relationships with journalists, editors, and media professionals.
- Represent the organization positively to the media and the public, upholding and promoting the organization's brand messaging.
- Act as the primary point of contact for media inquiries.
- Any other tasks as assigned by the supervisor.

Minimum Requirements

1. Bachelor's degree in graphic design, Journalism, Marketing, or Public Relations preferred.
2. Minimum of 4 years of work experience in Graphic Design, Communications, and/or Public Relations with demonstrated success.
3. Proficient in Adobe Editing Suite (Must have skills in Illustrator, InDesign, and Photoshop).
4. Demonstrated expertise in photography and videography. Portfolio or examples of past work showcasing skills in both photography and videography.
5. Demonstrated skills, knowledge, and experience in the design and execution of communication strategies.
6. Ability to collect and curate compelling success stories for donor engagement, both written and in video format.
7. Proficiency in translation of success stories, specifically from local languages to English.
8. Experience overseeing the design and production of print materials and publications and ability to maintain brand consistency across various materials.
9. Strong oral and written communication skills.
10. Ability to manage multiple projects at a time and strong time management skills.
11. Relationship-building skills with journalists, editors, and media professionals.
12. The ability to collect, edit, and curate engaging success stories, both in written and video formats, for donor and stakeholder engagement will be a central aspect of your role.
13. Proficiency in translating content from local languages to English is a valuable skill that we highly value.
14. Applicants must be born again and an active member of a local Church.
15. Understand and adhere to the UNTOLD Statement of Faith.

If you are a passionate and innovative designer with a keen eye for detail, we invite you to apply for this exciting opportunity by sending your application letter, CV and other credentials to recruitment@untoldglobal.org by **Wednesday 20th March 2024**. UNTOLD is an equal employer and canvassing will lead to disqualification. Subject Line: **Communication Project Officer – Dare salaam.**