

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Public Relations (PR) & Marketing Officer

Reports to: AD Manager, Country Director

Location: Head Office, Dar es Salaam

Contract Duration: 1 Year (Contract extension is subject to funding availability, performance or/and mutual agreement).

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ) and direct supervision of Administration Manager, PR key responsibility is to foster brand awareness and uphold a positive public image for the organization. Applicants must have a capability in media management or public representation and relations.

Duties and Responsibilities

- Online & Offline promotion
 - Offline: planning and producing promotional visibilities, preparing and distributing press releases, publishing publication, etc.
 - Online: Home page, SNS management and operation
- Planning & operating promotional contents
- Utilize and manage SNS & YouTube channels.
- Manage home page and post uploads.
- Produce promotional program and campaigns.
- Create videos and clips.
- Other public relations work in general.

Qualification, experiences and competencies

- A university degree in a relevant field (such as graphic design or computer science).
- A minimum of 5 years of experience relevant to the position.
- Documented achievements in fundraising activities.
- Experience in partnership-building and resource mobilization in national contexts, ideally.

Other Competencies/Attributes:

- Publicity planning and manuscript writing capabilities

- Video and production planning and management skill
- Fundraising event planning, on-site and interview skill
- Communication
- Technical expertise
- Ensuring effective use of resources
- Teamwork
- Expert knowledge of English

Application Instructions:

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before 02nd January, 2024.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees **(one should be current or previous employer)**.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review GN Safeguarding Policy.