

FOUNDATION FOR CIVIL SOCIETY



EMPLOYMENT VACANCY

Foundation for Civil Society is a Tanzanian non-profit organisation that supports civil society organisations through delivering grants and capacity building initiatives. This is done in order to enable the CSOs to mobilise citizens to engage effectively in poverty reduction efforts as set out in Vision 2025, and the National Strategy for Growth and Reduction of Poverty.

As part of its Strategic Plan 2016 – 2020, the Foundation for Civil Society aims to nurture a strong civil society that is creative, imaginative, sustainable and accountable. Thus Foundation sees this as vital to the achievement of its overall goal of ensuring that Tanzania achieves its 2025 vision for growth, reduction of poverty, improved governance and a better quality of life for all its citizens.

FCS is inviting applications from qualified, dynamic and motivated Tanzanians to fill the following vacant positions in its offices in Dar es Salaam. These positions offer an excellent opportunity to work with and learn from civil society organizations from all over the country.

POSITION: Marketing & Communication Executive
REPORTS TO: Business Development & Partnership Manager
SUPERVISION: None

BROAD FUNCTION

The incumbent is responsible for planning, development and implementation of all of the Organization's marketing strategies, marketing communications, and public relations activities, both external and internal. The position oversees development and implementation of support materials and services for FCS in the area of marketing, communications and public relations. Directs the efforts of the marketing, communications and public relations staff and coordinates at the strategic and tactical levels with the other functions of the Organization.

DUTIES AND RESPONSIBILITIES

- Responsible for creating, implementing and measuring the success of: a comprehensive marketing, communications and public relations program that will enhance the Foundation's image and position within the marketplace and the general public, and facilitate internal and external communications; and, all Foundation marketing, communications and public relations activities and materials including publications, media relations, client acquisition and so forth.
- Ensure articulation of Foundation's desired image and position, assure consistent communication of image and position throughout the Foundation, and assure communication of image and position to all constituencies, both internal and external.
- Responsible for editorial direction, design, production and distribution of all Foundation publications.
- Coordinate media interest in the Foundation and ensure regular contact with target media and appropriate response to media requests.
- Act as the FCS's representative with the media.
- Coordinate the appearance of all Foundation print and electronic materials such as letterhead, use of logo, brochures, etc.
- Develop, coordinate and oversee programs, technical assistance and resource materials to assist the Foundation in the marketing, communications and positioning of its activities.
- Provide counsel to units on marketing, communications and public relations. Ensure that the Organization regularly conducts relevant market research and coordinate and oversee this activity. Monitor trends.
- Leads projects as assigned, such as cause-related marketing and special events.
- Responsible for the achievement of marketing/communications/public relations mission, goals and financial objectives. Ensure that evaluation systems are in place related to these goals and objectives and report progress to the Supervisor
- Develop short- and long-term plans and budgets for the marketing/communications/ public relations program and its activities, monitor progress, assure adherence and evaluate performance.
- Recommend short- and long-term Foundation goals and objectives to the Supervisor
- Develop, implement and monitor systems and procedures necessary to the smooth operation of the marketing/communications/public relations function.
- Develop and coordinate means to seek regular input from the Organization's key constituencies regarding the quality of programs and services and the Organization's relevance.
- Act as an internal consultant to bring attention and solutions to institutional priorities.
- Regular updates of FCS website with current information to keep the readers and stakeholders at large with up to date information.
- Participate in Risk Management process
- Carry out any other functions assigned by the Supervisor

PERSON SPECIFICATIONS

Academic and/or Professional Qualifications & Experience

- A Minimum of 3 years' experience in marketing, communications or public relations with demonstrated success, preferably in the not-for-profit or association sector. Bachelor's degree in journalism, marketing, public relations preferred. Graduate degree in a related field is desirable.

Skills

- Demonstrated skills, knowledge and experience in the design and execution of marketing, communications and public relations activities.
- Strong creative, strategic, analytical, organizational and personal sales skills.
- Experience developing and managing budgets
- Demonstrated successful experience writing press releases, making presentations and negotiating with media.
- Experience overseeing the design and production of print materials and publications.
- Computer literacy in word processing, data base management and page layout.
- Commitment to working with shared leadership and in cross-functional teams.
- Strong oral and written communications skills.
- Ability to manage multiple projects at a time.

POSITION: Office Executive Assistant
REPORTS TO: Executive Director
SUPERVISION: None

BROAD FUNCTION

The Office Executive Assistant supports the Executive Director and is responsible for Executive Secretarial role, Board Management and Office administration.

DUTIES AND RESPONSIBILITIES

Executive Secretarial Roles

- Manage the Executive Director's diary and appointments.
- Liaise with relevant individuals inside and outside the Foundation to arrange meetings and schedule appointments for the Executive Director.
- Take and relay accurate and timely messages from telephone callers and visitors for the ED office. Arrange appointments, receive visitors, place and screen telephone calls, where possible respond to routine requests for information that relate to ED office.

- Draft, type and dispatch all the Executive Director's correspondence ensuring correct spelling, punctuation, presentation and format. Manage outgoing and incoming faxes and e-mails. Confirm receipt of outgoing faxes and e-mails by addressees and ensure proper filing.
- Type documents and reports ensuring correct spelling, punctuation, presentation and format and Take minutes of meetings as required.
- Communicate verbally and in writing to answer inquiries and provide information in all matters related to the ED.
- Maintain Foundation records and administer an efficient filing system for easy retrieval of information and records.
- Ensure office equipment in the Executive Directors office such as computer, scanner, fax, telephone, and printers are in good working condition.
- Receive, screen, log and route correspondence addressed to the Executive Director and attach necessary background information.
- Organize Foundation visitor's travels by ensuring that booking for airline, hotel reservations, airport pickups and / drop offs are done and confirmed in a timely and correctly manner.
- Process work / residence permit applications and visas for staffs.
- Coordinate the Executive Director's travel arrangements and field movement including ground transportation, ticketing and Hotel accommodation.
- Participate in Risk Management process
- Carry out any other functions assigned by the Supervisor.

Board Management

- Minutes:** The incumbent is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary but should include at a minimum; date, time, location of meeting, list of those present and absent; list of items discussed; list of reports presented; Text of motions presented and description of their disposition. The incumbent ensure final copy of the approved minutes has been signed and ensures that this copy is maintained in the records.

- Custodian of records:** The incumbent ensures that the records of the Foundation are maintained as required by constitution and the law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

- Membership Records:** The incumbent ensures that official records are maintained of members of the Foundation and Board. The incumbent ensures that these records are available when required for reports, elections, referenda, other votes, etc.

- Communication:** The incumbent ensures that proper notification is given of directors' and members' meetings as specified in the bylaws/constitution. The incumbent manages the records of general correspondence of the Board of Directors.

- Filing of Documents:** The Secretary incumbent is responsible for ensuring that documents necessary to maintain the corporation are filed.

Logistics & procurement:

- The incumbent will assist in managing front desk and issues related to administration in general
- Assist procurement committee to plan and coordinate meetings.
- Assist in discovery of the most profitable suppliers and initiate business partnerships
- Assist procurement committee to negotiate with external vendors to secure the most advantageous terms and approve the ordering of necessary goods and services
- Finalize details of orders and deliveries and Examine and re-evaluate existing contracts
- Collaborate with key persons to ensure the clarity of the specifications and expectations of the organization

PERSON SPECIFICATIONS

Academic and/or Professional Qualifications & Experience

- Holder of a Diploma in Business Administration with knowledge of Secretarial Studies from a nationally recognized training institution. Knowledge and experience of using computer applications - spreadsheets, word processing, and database management is a must. 3-4 years' experience as a secretary or personal assistant in a reputable organization.

Skills

- Good administrative and secretarial skills
- Good interpersonal skills & Good planning and organization skills
- Good verbal and written communication skills in both Kiswahili and English.
- Detail orientated & Ability to maintain confidentiality
- Good time management skills & Customer-service orientation
- Ability to take personal initiative & Trustworthy and reliable
- Ability to manage stress & Basic numerical skills

REMUNERATION

The Foundation offers an attractive salary commensurate with qualifications and experience, career development opportunities and excellent working conditions.

MODE OF APPLICATION

If you feel you meet the criteria outlined above, please apply in writing to the address below, and enclose the following documents:

- A typed application letter stating why you feel you are the best candidate for the post
- A fully typed curriculum vitae (CV)
- Copies of relevant certificates
- Full contact details, including telephone numbers and e-mail address
- The names and contact details of three (3) professional references.

Closing date for all applications will be 3rd December 2018. Applications received after this date will not be considered. Only short-listed candidates will be contacted.

The Executive Director
Foundation for Civil Society,
7 Madai Crescent Ada Estate Plot 154,
P. O. Box 7192,
Dar es Salaam.
Website: www.thefoundation-tz.org
Email: jobs@thefoundation-tz.org

The Foundation has zero tolerance to bribery and corruption. We are committed to Gender Equality and Diversity.

The Foundation is also an equal opportunity employer and therefore all applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, genetics, disability and age.