

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Knowledge Management and Communication Officer (1 post)  
**Reports To:** MEL Director – PMI | TMSA  
**Work Station:** Dar es Salaam  
**Apply By:** September 15, 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks a **Knowledge Management and Communication Officer** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Knowledge and Communication Officer will oversee the implementation of the PMI | TMSA Branding Strategy & Marking Plan (BS & MP); support the implementation of Activity's learning agenda; and coordinate Activity deliverables.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contribution to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- **Oversees TMSA BS & MP implementation:** the Officer will oversee the implementation of the PMI | TMSA BS & MP to ensure that the branding objectives of the Activity are properly planned, implemented, evaluated and reported. Key responsibilities include:
  1. Raise the profile of PMI | TMSA by contributing to and supporting relations through the media.

#### Ifakara Branch

Off Mlabani Passage  
 P.o. Box 53 Ifakara  
 Phone: +255232931572

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
 P.o. Box 78,373 Dar es Salaam  
 Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
 P.o. Box 74 Bagamoyo  
 Phone: +255232440065

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2. Manage media relations, government relations, corporate publications and internal communications.
  3. Lead internal communication efforts including developing, implementing and maintaining approved branding and marking guidelines as per PMI | TMSA BS & MP.
- **Coordinates branding and publicity:** the Officer will coordinate all branding and publicity initiatives; advise the project leadership and the entire PMI | TMSA team technically on branding and publicity matters such as media engagements, and press conferences. Key responsibilities include:
    1. Write and edit news and success stories, press releases, social media or other content for publicity of corporate and public health events/campaigns.
    2. Produce communication materials, such as newsletters, brochures, flyers, and ads to follow through from copywriting, editing, translation, and design to production.
    3. Work with external writers, designers, photographers, production houses and agencies in designing and production of communication materials.
    4. Develop and maintain a PMI | TMSA photo and video library for use across a range of communication activities.
    5. Provide support to the management in writing or translation work when necessary
  - **Supports implementation of the Activity's learning and knowledge management:** the Officer will support implementation of the TMSA learning and knowledge management through proper documentation, packaging and dissemination of project achievements for various audiences. The Officer shall prepare policy briefs, and success stories, and manage blogs/website and social media engagements. S/he will as well support preparation of monthly, quarterly, and annual progress reports.

### Qualification and Experience

- A first degree in any of these fields: mass communication, journalism, and public relations. A master's degree will be an added advantage
- The position requires someone with a mixed skill set i.e., corporate communications, journalism, and PR.
- Three-year of previous experiences of successfully accomplishing similar duties.
- Writing and editing skills are essential and will be strictly checked and tested.
- Knowledge of design and programming software such as Photoshop is essential.
- Those who previously held a similar position or successfully accomplished duties on USAID-funded projects will have added advantage.

### Skills and Competencies

- Fluent in the English and Swahili languages.
- Excellent interpersonal skills.

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- Ability to conveniently apply social media and interactive email applications.
- Capable of building and sustaining relationships with staff at all levels.
- Organized, time-conscious and have the ability to deliver even under tight deadlines.
- Professional attitude with the highest level of integrity.
- Result-oriented.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **23:59hrs on Thursday, September 15<sup>th</sup> 2022**. All e-mail application subject lines should include: **COMMUNICATION OFFICER – TMSA. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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