TITLE: Communication and Documentation Officer

PARTNER(S): MVIWATA-Kilimanjaro

COUNTRY AND PLACE OF ASSIGNMENT: Moshi, Tanzania

CONTRACT DURATION: According to your program’s requirements

DESCRIPTION:

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC).

Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

Mtandao wa Vikundi vya Wakulima Tanzania – Kilimanjaro (MVIWATA-Kilimanjaro), has been established since 2006 as a regional network organization in the Kilimanjaro region, catering to the five districts of Hai, Same, Rombo, Mwanga and Moshi rural District. MVIWATA-Kilimanjaro seeks to:

i) Improve and upscale capacity enhancement activities/services to members;
ii) Strengthen existing farmer groups/networks at village, ward and district levels to better address cross cutting issues (e.g. gender equity, climate change, youth, environment, HIV/AIDS);
iii) Strengthen farmer groups/networks' capacity to facilitate farmers’ access to agricultural services (production, markets, financial services);
iv) Enhance capacity to influence policies, programs and accountability processes within the agricultural and related sectors by adapting lobbying and advocacy guidelines and tools;
v) Strengthen advocacy and lobbying capacity across the networks;
vi) Conduct research and disseminate findings on farmers’ needs and demands; and
vii) Adapt innovative structures and methods for enhancing information and communication.
**RESPONSIBILITIES:**

- Support to review and refine the Organization's information and communication materials for publication;
- Assist in enhancing local media awareness about the organization's products and services locally and internationally;
- Assist the organization in editing and publishing annual progress reports and other communication materials;
- Provide input on documentation and communication issues to any organization’s products or services guidelines, manuals or other such documents;
- Assist in developing communication material that will assist effective implementation at the local level and international level to increase visibility of the organization;
- Ensure the participation of women and youth in all activities;
- Write reports required by the partner organization and the Uniterra program.

**QUALIFICATIONS:**

- Pursuing university or college degree (or recently completed) in Social Science, Communication, Journalism or experience in any related fields;
- Experience in Communication, documentation and marketing strategies;
- Excellent skills in Social media;
- Experience in working within multi-cultural teams preferred;
- Ability to work in an environment with limited resources;
- Capacity for analysis, synthesis and writing.