<table>
<thead>
<tr>
<th><strong>TITLE:</strong> Communication and Documentation Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARTNER(S):</strong> Tusonge Community Economic Development (Tusonge)</td>
</tr>
<tr>
<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong> Moshi, Tanzania</td>
</tr>
<tr>
<td><strong>CONTRACT DURATION:</strong> According to your program’s requirements</td>
</tr>
</tbody>
</table>

**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.

Tusonge Community Economic Development (Tusonge) is a non-governmental, non-partisan, vibrant organization of like-minded individuals with a commitment to encouraging and promoting community development initiatives at grassroots levels. Since its establishment in 2011, Tusonge's Primary target group are women entrepreneurs, including marginalized groups, dealing with small business initiatives; and the Secondary target group are the marginalized individuals who are deprived their social rights due to entrenched poverty.

**RESPONSIBILITIES:**
- Support Tusonge to document and communicate its programming and efforts;
- Develop and conduct a training for Tusonge staff on how to write a successful case study, best practices and reports;
- Support Tusonge to develop and implement an effective and efficient communication strategy and co-ordinate with stakeholders and different media for the dissemination of TUSONGE initiatives and outreach of the TUSONGE achievements;
- Support TUSONGE to document best practices and success case studies of their members and beneficiaries and disseminate through appropriate organizational and public information channels;
- Ensure the participation of women and youth, as well as their representation, in all activities of mandate;
- Write reports required by the partner organization and the Uniterra program.

QUALIFICATIONS:

- Pursuing university or college degree (or recently completed) in Social Science, Communications or experience in any related fields;
- Good practical knowledge of inter-disciplinary development issues;
- Ability to build strong relationships with all partners, focus on impact and results and respond positively to critical feedback;
- Strong written and oral communication skills in English; Swahili is an asset.