



## **ECONOMIC AND SOCIAL RESEARCH FOUNDATION**

### **OPPORTUNITY FOR INTERNSHIP ASSISTANT COMMUNICATIONS OFFICER (1 POSITION)**

#### **1. Introduction/background**

The Economic and Social Research Foundation (ESRF) – an independent policy research think in Tanzania, undertakes, and facilitates research aiming at enhancing the understanding of policy options for development management in Tanzania. In addition to ***policy analysis***, the mandate of ESRF also includes ***capacity development*** of intellectual resources of both producers and users of knowledge. ESRF's third core function is ***knowledge management*** which deals with handling of knowledge including such aspects as capturing, processing, packaging, and dissemination of information. The Foundation implements the three afore mentioned functions with an objective of influencing policy making in Tanzania and beyond through active policy engagement processes. Against this background, the ESRF is hereby pleased to announce an internship opportunity for one (1) fresh and dynamic graduate at a position of Assistant Communications Officer.

#### **2. Roles and responsibilities**

Under the overall supervision of Senior Communication Officer, the candidate's main role is to support the institution in communicating its knowledge products and strategic policy engagements with diverse actors in research and policy eco system. Specific tasks of the candidate include the following:

- (a) To work closely with research departments in ensuring that relevant research outputs (including research reports, reports of research workshops, policy briefs etc) are developed and well disseminated.
- (b) To assist researchers in ensuring that some relevant research and policy engagement activities are strategically communicated.
- (c) To assist in preparation of key communication and/or branding materials such as annual reports, newsletters, calendars, banners, etc.
- (d) To assist in the organization of research workshops, policy seminars, conferences, meetings, and other events.
- (e) To assist in collecting, collating, packaging and dissemination of outputs and events through digital tools and social media platforms including Website, Facebook, Twitter and LinkedIn.

### **3. Qualification and experience**

This is an entry level position ideally relevant for fresh graduates with not more than two years of work experience. The ideal candidate should therefore possess the following skills and qualifications.

- At least bachelor's degree in mass communications, public relations or other closely related professional discipline. A master's degree is an added advantage.
- Proven knowledge and experience in the use of digital tools and social media platforms in communication.
- Excellent written and oral English and Kiswahili languages.
- Proven knowledge and experience in graphic design/infographics is an added advantage.

### **4. Duration of the Work**

The contract period for the internship is one (1) year.

### **5. Duty Station**

The duty station for the job is ESRF Head Office, 51 Uporoto Street, Ursino Estates, Dar es Salaam.

### **6. How to Apply**

Interested applicants should make their application by submitting the following documents: (a) application letter, (b) curriculum vitae and (c) copies of relevant education certificates/transcripts.

The applications can be submitted online through [internship@esrf.or.tz](mailto:internship@esrf.or.tz)

Should there be any inquiries, applicants are encouraged to reach out the ESRF through contact details available on the website [www.esrf.or.tz](http://www.esrf.or.tz)

**The deadline for receiving applications is Friday 18<sup>th</sup> November 2022.**