



Employment Opportunity

Join us in advocating for quality health services for all Tanzanians

Introduction

Sikika is a nongovernmental organization that advocates for quality health services for all Tanzanians. The organization works to ensure equitable and affordable quality health care services through social accountability monitoring of health systems at all government levels. For more information please visit us at www.sikika.or.tz.

Sikika seeks to recruit **Head of Media and Publishing Department** with immediate effect.

Key roles and responsibilities:

- Co-ordinate Sikika's communication activities and resources across a range of programmes and provide support to advocacy work.
- Coordinate and manage timely production of the organisation's communication tools such as newsletters, website, press releases, radio programs, notice board, radio station etc. and provide technical advice in developing and managing these tools.
- Coordinate Sikika advocacy and knowledge sharing through TV and Radio stations
- Assist in the production and dissemination of publications, which include briefs, books, posters, etc.
- Oversee the documentation of all media work in both soft and hard copies.
- Produce quarterly, mid-year and annual media progress reports.
- Facilitate the engagement with media houses by making sure that press releases, articles and feature stories on Sikika's activities are published.
- Make sure that reports come out with high quality design and ensure that the organization is up to date with advanced technologies.
- Supervise department staff, set their performance standards, and appraise them according to these standards.
- Edit all Sikika work before sending them for publication

Re-advertised

- Over see all activities of Sikika's Community Radio and guide the expansion process of radio coverage.
- Report to the Head of Programs and work as part of Sikika's management team.

Desirable Skills and Competencies

- Masters in Mass Communication or Journalism.
- At least three years of proven experience in media work and experience in IT and designing.
- Excellent writing and communication skills.
- Strong editing skills
- Proven leadership skills and team management experience
- Experience in monitoring, evaluation, and documentation as well as experience in social media is an added advantage.
- Produce evidence of various kinds of media work completed.

Send your application to:

The Human Resources Manager
Sikika
BOX 12183
Dar es Salaam

You can also send your application via e-mail to jobs@sikika.or.tz

Qualified women candidates are strongly advised to apply for this post.

NB: those who previously applied are not eligible

Application Deadline: 18 October 2011.