



The Nelson Mandela African Institution of Science and Technology and WISE - Futures

Employment Opportunity

The Water Infrastructure and Sustainable Energy– Futures (WISE-Futures) is a newly established Centre of Excellence funded by the World Bank under its Eastern and Southern Africa Centers of Excellence (ACE II) Project. ACE II project development objective is to strengthen twenty four selected Eastern and Southern African higher education institutions to deliver quality post-graduate education and build collaborative research capacity in the regional priority areas.

The WISE – Futures aspires:

- a) To provide excellent learning environment for training top-notch Masters and PhD graduates specializing in water, sanitation and energy related fields;
- b) To provide a stimulating research environment for early career researchers to enable them contribute to solving pressing societal problems related to water, sanitation and energy;
- c) To strengthen regional and international research collaboration in order to promote the development of cutting edge solutions to water, sanitation and energy challenges in the region; and
- d) To promote inclusive socio-economic transformation in the region by turning research findings into usable and accessible products for the benefits of society, and industry, and the sustainability of the environment. NM-AIST collaborates with a wide range of national, regional and international partners, and other Centers of Excellence in the Region.

The Nelson Mandela African Institution of Science and Technology (NM-AIST) invites applications from suitably skilled, competent, and experienced individuals for its newly established Centre of Excellence in WISE – Futures to fill the following vacant post:-

1. Communication Officer (1 Post):

(a) Qualifications, Knowledge and Essential Attributes:

- Bachelors degree in literature, Mass Communication/Computer Science, Journalism, Marketing or any related field, or masters degree in one of the above or related fields
- Minimum of 5 years relevant work experience in communication and advocacy in a project related field.
- A high degree of computer competence and familiarity with modern software and web page design and maintenance as well as social media.
- Strong organisational skills and attention to detail
- Ability to work without direct supervision and on own initiative
- Demonstrated experience working closely and successfully with international organisations/projects
- Flexibility to work through setbacks and delays

- Able to work as part of a team

(b) Responsibilities:

- Develop and/or update relevant communications materials for the project
- Able to develop website and maintain it by making sure its updated frequently
- Write feature stories or blogs for publication and/or posting on website.
- Compile and circulate project updates (either via weekly e-bullets; newsletters; website update or other social media communication formats)
- Review, edit, follow up and write success stories and lessons learned.
- Manage outreach to diverse audiences and respond to information inquires
- Able to take good photos and manage project repository of photos
- Track and report on impact of communication and advocacy activities
- Experience developing content for multiple channels
- Develop and manage communication and advocacy materials from concept to completion through research, writing, editing, formatting, proofreading, and basic design—e.g. newsletters, fact sheets, project documentation such as presentations and reports, web copy, blog posts, policy briefings, letters, submissions and other communications and advocacy products
- Design, produce and distribute calendars, greeting cards and posters
- Responsible for visibility materials eg, designing and arranging poster sessions during conferences and other related events.
- Responsible for arranging radio talk shows, interviews for the centre officials.

(c) Duration of the position:

Full time two years contract, with a probation period of six months. The position is renewal subject to satisfactory performance. Maximum duration is five (5) years but this may be extended subject to availability of funding.

(d) Salary and compensation package:

A total salary budget (inclusive of Gratuity 25%, Workers Compensation fund of 0.5% and Health Insurance of 3%) will be USD 1500 per month.

(e) Duty Station:

Nelson Mandela African Institution of Science and Technology [NM-AIST], Arusha, Tanzania.

(f) Reporting to:

Centre Manager / Centre Leader / Deputy Centre Leader

Mode of Application:

Eligible candidates possessing the above qualifications and attributes are advised to submit their applications including the following:

- A cover letter in which you describe your abilities and motivation,
- Most recent Curriculum Vitae
- Certified photocopies of relevant certificates and academic transcripts
- Letter of recommendation from two professional referees
- Contact details: Telephone, E-mail and Postal Address
- Individuals currently employed in the Public Service should route their applications through their employers

Deadline for application:

Deadline for application is 30th November 2017. Recruitment will be as soon as possible.

Applications should be sent by either e-mail or via post address and should be addressed to:

Deputy Vice Chancellor-Planning, Finance and Administration,
The Nelson Mandela African Institution of Science and Technology,
P.O. Box 447,

ARUSHA, TANZANIA.

E-mail: wise.admin@nm-aist.ac.tz

Please mention the vacancy position in the e-mail header