



JOB TITLE: Reporting and Communications Officer,

Consultant Level II at Dar es Salaam CO,

11 months contract.

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

STANDARD MINIMUM QUALIFICATIONS

- Education: Advanced University degree in Journalism, International Relations, Public Relations, Communications, Political Science, or other relevant fields, or First University degree with additional years of related work experience and/or training/courses.
- Language: Fluency in written and spoken English. Intermediate level of one, or more, of the UN official languages (French, Spanish, Arabic, Chinese, Russian, Portuguese) is a plus.

JOB PURPOSE

The Partnerships, Communications, and Advocacy Unit of the World Food Programme (WFP) Tanzania is responsible for fundraising, resource mobilization, advocacy, and coordinating reporting and communication activities to meet set requirements.

The Consultant will provide overall expertise in the coordination and preparation of quality products that demonstrate WFP's organizational performance and contribution in Tanzania by supporting and delivering a range of communications activities, providing research and analysis, and prioritizing effectively.

KEY ACCOUNTABILITIES (not all-inclusive)

- Coordinate and prepare high-quality products that demonstrate WFP's organizational performance in Tanzania and highlight WFP's contribution to the food and nutrition security of the country, including, but not limited to:
 - a. Quality key corporate briefs (Country Strategic Plan briefs, Monthly Country Briefs, Annual Country Reports, etc.) in collaboration with the relevant units to ensure coherence and quality of performance information.
 - b. High-level and strategic briefing documents (Operational briefs, Topic briefs, high level briefs, etc.).
 - c. High-level and quality Opening Remarks, Speeches, and Talking Points for Leadership Engagements.
 - d. Quality and timely communication materials including news releases, Op-eds, newsletters, etc.
- Collate and assist in the dissemination of political and humanitarian or development analysis pertaining to WFP's current or future responses and donor policies, trends, and preferences to ensure country-specific input to WFP's operational reporting.
- Collaborate internally with other functional units including Programme, Monitoring and Evaluations, Budget and Programming, Field Offices, Supply Chain, and others for enhanced access to accurate data, and information, to advocate and effectively communicate WFP's work and impact to donors and partners.

KEY ACCOUNTABILITIES CONTINUED

- Provide technical advice, governance, and oversight to functional units on the reporting and communications guidance into established systems to drive the quality, consistency, and standardization of information management and performance reporting/communications across WFP.
- Collate relevant information and data from media and local internal and external sources to facilitate and maximize the exchange of information and data flow between functional area networks in WFP, to provide operational awareness and understanding of events that may have operational impact.
- Implement country-specific communication work plans designed to maintain and enhance the visibility and reputation of WFP, as well as support fundraising activities, ensuring alignment with overall communications and WFP strategies.
- Contribute to communications through good research, analysis of assigned area of work, and timely preparation and distribution of information products to target audience(s).
- Suggest opportunities to enhance coverage and support of WFP's activities.
- Update the Communication Strategy.
- Other as required.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Media and Influencer Relationship Management	Demonstrates ability to formulate and maintain strong relationships with key media and influencers. Leads in implementing identified strategy to raise the profile of WFP, build relationships and further organisational aims.
Media and Communication Expertise	Provides guidance to team members in facilitating open and informative verbal and written communication between media and influencers. Directs a team in the preparation of tailored written reports, presentations materials.
Specialised Knowledge in Communications	Uses sound theoretical knowledge of communications concepts to generate or facilitate the generation of effective communication materials across various media. Applies this to define work plans aligned to identified areas of WFP's communications strategy.

Sociopolitical Contextual Understanding	Demonstrates deep understanding of the multilateral/interagency environment and the dynamics in which WFP operates which influences approach to working, policy development and decision making.
Communication Strategy and Planning	Applies advanced understanding of WFP communications strategy and best practice to effectively develop strategies to engage with media and other significant external stakeholders within area of responsibility. Oversees implementation, providing recommendations for improvement.

OTHER SPECIFIC JOB REQUIREMENTS

This section is optional to describe additional responsibilities & knowledge required for the specific job.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Five (5) years or more of professional experience in a relevant field of work, with a background and interest in international humanitarian development.
- Excellent written and oral communication skills, including substantive analysis and report writing skills.
- Ability to deliver results through planning and organizing own activities effectively.
- Ability to successfully manage multiple analysis and reporting requests in a deadline-driven environment.
- Willingness to explore and experiment with new ideas and approaches in own work.
- Strong interpersonal and networking skills and the ability to liaise effectively with representatives from the international community, local and international media, governments, private sector, civil society, academia, and other relevant actors, when required.
- Excellent cross-group collaboration skills and the ability to influence stakeholders.

TERMS AND CONDITIONS

- Only shortlisted candidates will be contacted.

DEADLINE FOR APPLICATIONS

The deadline for applying this position is 19 September 2023.

WFP has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to WFP's standards of conduct and will therefore undergo rigorous background verification internally or through third parties. Selected candidates will also be required to provide additional information as part of the verification exercise.

Misrepresentation of information provided during the recruitment process may lead to disqualification or termination of employment

WFP will not request payment at any stage of the recruitment process including at the offer stage. Any requests for payment should be refused and reported to local law enforcement authorities for appropriate action.

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