

## JOB ADVERT

**Amani Girls Organization (AGO)** is a Non-governmental Organization, founded in 2004 and registered with registration number 00NGO/R1/00249. For more than 18 years, AGO has been working to build protective and productive resources for children, youth, and families to enable their active participation in community and National development. Strategically, AGO executes programs in Adolescent Health promotion, Education Support, and Social Protection of children, adolescent girls, and young women. AGO commits to advancing adolescent girls' rights in Tanzania, and supporting marginalized and vulnerable populations (particularly OVCs, Adolescent Girls, and Young Women), through movement building.

*AGO is looking for qualified individuals who will fill in the available vacancy in the current AGO structure. AGO is willing to employ the following positions: -*

### **1. Head of Information & Communication Department: 1 Position Based in Mwanza**

#### **Job Description:**

The head of Communication should be a self-motivated and talented leader capable of spearheading our communications department. The successful candidate will support the identification and preparation of compelling success stories and stories of change across all programs, highlighting the positive and sustainable impacts delivered to the people we serve.

#### **Key Responsibilities:**

- Develop and implement comprehensive communication and engagement strategies to advance AGO mission.
- Oversee the development and publication of promotional materials including reports, newsletters, web content, press releases, articles, and guidelines for the organizational brand, products, and services.
- Create visual and narrative communication materials including presentations, and infographics producing high-quality content that engages customers and builds AGH brand recognition.
- Develop and implement effective AGO social media campaigns and program marketing strategies.
- Measures and tracks communication results to evaluate progress against key metrics.

#### **Essential Qualifications and Requirements:**

- Bachelor's degree in Communications, Journalism, Public relations, or a relevant field.
- A minimum of 3 years experience in a similar role.
- Must have excellent communication and presentation skills to different stakeholders.
- Proven experience creating targeted content is advantageous.
- Strong knowledge of communication strategies and techniques.
- Outstanding written and verbal communication skills in the English language.
- Must be able to multitask, with excellent organizational and leadership abilities.
- Proficiency in using digital communication and collaboration tools (Microsoft Teams, Zoom, Google Workspace, Microsoft SharePoint, etc.).



## **2. Intervention Officers/Full-time Volunteers: 6 Positions based in Dodoma, Singida, and Katavi (2 in each region).**

### **Job Description:**

AGO seeks compassionate and dedicated Intervention Officers (IOs) to join our team. In this role, they will play a vital part in serving our Education, Health, and Social Protection programs, providing crucial assistance to beneficiaries affected by issues such as neglect, child abuse, gender-based violence, domestic violence, mental health, Sexual Reproductive Health and Rights, Reproductive Maternal Newborn Child and Adolescent Health services, and parental substance abuse. Cases will be addressed through phone or in-person interactions. Works at or oversees external locations where AGO project activities occur. Making field visits and ensuring AGO endeavors are successful.

### **Key Responsibilities:**

- Develop work plan/s and implement the same in line with the AGO Adaptive Strategic Plan.
- Use AGO field guidelines and those under the GoT in implementing AGO-designed activities.
- Collaborate with relevant stakeholders to ensure comprehensive support to beneficiaries.
- Responsible for all day-to-day field operations aspects including implementing Education, Health, and Social Protection programs activities designed and implemented by AGO.
- Responsible for documentation and reporting on activities, developing stories that bring AGO interventions into real life, and compliance with the rules, regulations, and guidelines of AGO.
- Responsible for building a rapport with the community to attract AGO programming and assisting intervention geography relations.
- Work closely and collaborate with GoT through regional, district, ward, and village/street officials.

### **Essential Qualifications & Requirements:**

- Bachelor's degree in ECD, SECD, Education, Psychology, Social work, or related field.
- Proven experience working with adolescent girls, young children, and young women affected by neglect, child abuse, domestic violence, gender-based violence, and parental abuse.
- Familiarity and track record of implementing parenting interventions and conversant with the National parenting guidelines.
- Ability to actively listen, ask germane questions, and respond caringly to social service clients.
- Proficient in computer applications, including MS Word, Excel, Outlook, and PowerPoint.
- Knowledge of crisis intervention and therapeutic crisis intervention approaches.
- Strong organizational and communication skills.

### **General Criteria Required:**

*AGH is an equal-opportunity employer promoting gender, equity, and diversity. Persons with disabilities and other key vulnerable groups are encouraged to apply.* Female applicants aged 25 – 35 years are given preference. Extensive experience working with OVCs, Youth, and Caregivers, particularly Adolescent Girls and Young Women. Proven competency in working with OVC, ECD, and Parenting programs. Effectiveness of working with cultural and youth and caregivers' diversity. A valid driving license is an added advantage.



### Remuneration:

AGO offers a competitive package for selected candidates in line with Salary history, Academic qualifications, and relevant experience.

### Application Mode:

To apply, please indicate the position title and region you are applying for in the subject line of your e-mail. *Applications must include an up-to-date CV with three contactable professional references, a cover letter, and your salary history.*

Applications, that Do NOT Include ALL of the required elements, **Will Not Be Considered. All Applications Should Be Sent Through E-mail: [vacancy@amanigirls.or.tz](mailto:vacancy@amanigirls.or.tz)** Electronics applications are encouraged. Arrange all of your applications as a single PDF document.

The subject on your application e-mail should be the title of the position and region you are applying for. **Please note that only shortlisted candidates will be contacted.** The closing date for applications is **Wednesday 20<sup>th</sup> December 2023 at 11:59 Pm/Tanzania time.**

### Caution to the applicants:

Some fake adverts online require candidates to apply through some e-mail addresses of public domains, e.g. Yahoo, Gmail, Hotmail, Ymail, etc. Kindly note: [vacancy@amanigirls.or.tz](mailto:vacancy@amanigirls.or.tz) is the official address to use for this recruitment. Please ignore any of those adverts.

### STRICTLY:

We do not charge any application fee nor entertain any meetings or telephone calls. If shortlisted, you will be informed by the AGO Human Resource Manager and or AGO Liaison Manager through phone or email: [info@amanigirls.or.tz](mailto:info@amanigirls.or.tz)