



EXCITING VOLUNTEER OPPORTUNITY

HakiElimu seek to facilitate and promote the transformation of education, both in and out of schools by facilitating communities to transform schools and influence policy making; stimulating imaginative public dialogue and organizing for change; conducting critical research; policy analysis and advocacy and collaborating with partners to advance participation, accountability, transparency and social justice. The overall goal of HakiElimu is: *Equitable, quality and relevant education powered by inclusive and democratic society.*

HakiElimu is looking for enthusiastic, motivated and result oriented candidate to fill in the following position:

1. Program Volunteer– Digital Media

A. Job Purpose:

The Program Volunteer – Digital Media will be responsible for facilitation of the availability of reliable and evidence-based information through HakiElimu social networks and Interactive Voice Response System, and stimulate debates through creative advocacy materials and information.

B. Specific Responsibilities:

- i. Data entry of contact information of parents and community members living in HakiElimu programme districts.
- ii. Listening to the recordings/messages left by parents and other community members in the Interactive Voice Response System (IVR) and enter its details in the monitoring excel sheets.
- iii. Reading comments from HakiElimu social media pages and categorize them accordingly in the monitoring excel sheets.
- iv. Designing of promotional and advocacy materials.
- v. Photography of HakiElimu events.

C. Person Specification, skills and Experience

- i) Bachelor's degree Mass Communication, Journalism, Public Relations or other closely related.
- ii) At least two-year experience working in photography, graphic designing and digital media.
- iii) Good understanding of the media environment in Tanzania including the laws governing information management and dissemination, and ability to network effectively with media organizations and personnel.
- iv) Team player, someone who can easily fit in a new working environment, and someone who is able to work with minimum supervision.
- v) Very good writing skills in both English and Kiswahili, with keen attention to details.
- vi) Computer skills including Adobe Illustrator, InDesign, Photoshop and Microsoft Excel.

How to apply:

- Send the following; A maximum of 1 page of explain why you fit this position and the kind of support you expect from HakiElimu, Curriculum Vitae and maximum of three of your designed materials published.
- **All applications should be sent to jobs@hakielimu.or.tz by 24th March 2024.**
- **NOTE:** HakiElimu is committed to keeping children safe from abuse and harm; therefore, candidates applying for this post will be subject to Prevention of Sexual Exploitation and Abuse and child safeguarding recruitment procedures and checks. We promote equal opportunities and strive to be fully representational to all groups. HakiElimu actively encourages diversity - qualified women and people with disability are encouraged to apply. Only short-listed candidates will be contacted.