



Serving the common good

Job Advertisement: Assistant Project Officer - Correspondence Course

Inades-Formation Tanzania (IFTz) is a not-for-profit, non-governmental organization (NGO) established in 1989. It was registered under NGO Act of 2002 and received a certificate of compliance No 0851 on the 16th January 2009, with its headquarters in Dodoma, Tanzania.

The goal of IFTz is to work for socio-economic advancement of disadvantaged and marginalized rural communities (youth, women, and men). IFTz envisions to see a prosperous and influential rural world by contribution to the social, economic advancement of the people with specific emphasis on their free and responsible participation in the transformation of their societies. IFTz values are: Honesty and Integrity; Solidarity and Cooperation; Voluntarism; Transparency and Openness; Accountability; and Flexibility.

IFTz offers a non-formal/distance learning education through Correspondence Courses-CC (among other programs) to interested trainees (individuals and grouped farmers, extension and rural development workers) from all over Tanzania whereby transmission of information, knowledge & know-how to the public is at a relatively lower cost. CC has 2 main advantages: It enables trainees to learn without abandoning their work environment, and apply the knowledge directly to their livelihood engagements; and it offers more flexibility than formal training in terms of time of enrolment and completion, study pace, and choice of courses, course materials and costs.

Currently, IFTz is seeking a right candidate to fill a position of Assistant Project Officer Correspondence Courses who will work along with Project Officer - Correspondence Course (PO - CC) to coordinate and manage the course materials and clients as per the project design.

Job title: Assistant Project Officer - Correspondence Course (Ass. PO - CC). Shall be based in Dodoma.

Purpose: The Ass. PO - CC is responsible for the preparation, management and execution of CC courses delivered by the organization. Will also support communication and digitalization strategies of the CC, write and disseminate CC materials, respond to inquiries from the CC clients and social media, and participate in the course promotional events. The individual will work under the Head of Programs Department (HPD).

Duties and Responsibilities

- i. Participate in reflection of the CC process identification and recommendation on areas of improvement.
- ii. Participate in preparation and facilitation of continuous assessment, give feedback to the clients and keep records of various completed assignments for the appropriate adapted models to be identified and used within IFTz.
- iii. Review and assess the existing materials to determine relevance against various target groups of the CC and or develop new materials where appropriate.
- iv. Identify course writers and participate in the development of various course materials
- v. Review the publicity approach and the tools used in providing CC, propose and enhance the use of appropriate approaches and tools
- vi. Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other materials that communicate the CC's activities, products and/or services.
- vii. Undertake the establishment of free help line (CC App.) to facilitate farmers and other clients access information related to their enrolment into the CC online.
- viii. Document success stories from graduate farmers and disseminate through cinemas, video shows, television and radio programs to sensitize other farmers to join CCs

- ix. Design and promote the use of ICT in providing distance learning for enhancing people's knowledge and skills.
- x. Collaborate with management to develop and implement an effective communications strategy based on our CC target audience
- xi. Prepare activity and monthly reports, participate in all meetings organized by IFTz under the supervision and evaluation of the HPD.
- xii. Perform any other duties as may be assigned by the relevant authority.

Qualification:

- Bachelor degree in communications and information technology; Business Information Technology; Computer Science; Mass Communications; Education in Science with ICT and any related field. Knowledge on development work will be an added advantage.

Job Knowledge and Expertise

- Understanding of development issues and adult learning or related fields
- Ability to draft concise and informative articles for a range of uses from detailed progress reports and other materials of the CC work.
- Able to work independently to identify information and knowledge sharing opportunities and to engage relevant persons in realizing these opportunities;
- Ability to use Information Technology effectively as a tool and resource.
- Proficiency in design and publishing software.

Professional experience

- Experience with managing websites
- Experience of dealing with media
- Experience in designing and implementing communication and/or media outreach plans
- Competent with office software packages, including PowerPoint, excel, publisher & basic design software.
- Minimum of 2 years' relevant experience in facilitating distance learning and/or communications role.
- Proficient in Microsoft Office, content management systems, and social media platforms.
- Excellent English writing skills, speaking ability and ability to translate training materials highly preferred

How to apply:

Interested applicants should send their application letter, CV and Academic transcripts to the Managing Director, INADES Formation Tanzania, P. O. Box 203, Dodoma, Email: inadestz@gmail.com, no later than Friday 31st August 2022, 17:00hrs.

Only shortlisted applicants will be contacted