



## **CAREER WITH BRAC TANZANIA FINANCE LTD**

**BRAC TANZANIA FINANCE LIMITED (BTFL)** is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

**BRAC** Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

**Job Location:** Dar es Salaam

**Job Title:** Communications Officer

### **Job Responsibilities:**

- Develop and execute comprehensive communication plans to promote organizational programmes and initiatives.
- Create compelling content for various channels, including websites, social media, newsletters, and press releases, effectively reaching target audiences and enhancing brand visibility.
- Coordinate internal and external events, including conferences, workshops, and community outreach programmes, ensuring seamless execution and maximum participation.
- Monitor media coverage and engage with journalists to secure positive media relations and coverage.
- Maintain records of media coverage and collate analytics and metrics.
- Manage internal communications by producing internal newsletters, memos and announcements to disseminate important information within the organisation.
- Translate communication materials where necessary
- Write, edit and distribute content including publications, press release, website content, annual reports, speeches and other marketing material.
- Internal communications: keep employees informed and engaged, prepare internal newsletter, memos and announcements to disseminate important information within the organization.
- Collect and work with external consultants, photographers/videographers, visual content for external and internal communication materials eg newsletter, brochures, posters.

### **Safeguarding**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

### **Required Qualifications and Experience:**

- Bachelor's degree in Journalism, Mass communication, Public Relation and Marketing.
- Minimum three (3) years' experience working as Communications person, Journalist or Public Relations.
- Content creation skills and graphics production skills
- Proven written and verbal skills
- Proficient in Microsoft Office, Content management systems and social media platforms
- Interpersonal and organizational skills

### **How to apply:**

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz) with a subject "**Communications Officer**".

**The application deadline is 23.02.2026**

*Only shortlisted candidates will be contacted.*

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**\*\*\*BRAC Tanzania is an equal opportunity employer and is against all forms of Exploitation, discrimination and harassment at workplace.**