



## JOB VACANCY ANNOUNCEMENT

The Media Council of Tanzania (MCT) is an independent, non-governmental organization committed to promoting media freedom, professionalism, responsible journalism, and access to information in Tanzania.

As part of expanding its strategic and professional services, MCT has established **Media Intelligence Consulting Services (MICS)**, a specialized consulting company operating within MCT to provide expert solutions in strategic communication, media relations, professional development, ethical and regulatory consulting, media intelligence, communication analysis, research, investment advisory, and strategic consulting services to institutions, organizations, businesses, and development partners.

### **Why MICS Exists Within MCT**

MICS has been established within MCT to capitalize on MCT's long-standing credibility, nationwide media networks, institutional experience, and expertise in media monitoring, communication, public engagement, and policy analysis.

*The establishment of MICS aims to:*

- Provide professional consulting and media intelligence services;
- Support institutions in understanding public opinion and media trends;
- Assist organizations in strategic communication and reputation management;
- Create sustainable income-generating initiatives for MCT;
- Promote innovation in media research, data analysis, and strategic advisory services.

*MICS' unique value proposition includes:*

- Being a direct subsidiary of MCT with strong credibility and institutional trust;
- Commitment to ethical practices and professionalism;
- Client-centered and customized consulting solutions;
- Leveraging MCT's network and reputation for strategic partnerships and outreach.

### **MICS Vision**

A vibrant provider of media and communication consulting services in Tanzania and the broader East African region.

## **MICS Mission**

To empower clients with data-driven insights and expert guidance to build robust communication strategies, cultivate positive public relations, and uphold a reputation of integrity.

## **VACANT POSITIONS**

### **1. TEAM LEADER**

#### ***Duties and Responsibilities***

- Lead the implementation of MICS vision and strategic direction as approved by the Governing Board;
- Oversee day-to-day operations of MICS including investments, business development, and administration;
- Coordinate implementation of strategic plans and projects;
- Build partnerships with institutions, clients, and stakeholders;
- Supervise staff performance and operational efficiency;
- Prepare operational and performance reports;
- Coordinate departmental heads and specialized consultants;
- Support organizational scalability, operational efficiency, and ethical compliance;
- Report directly to the MCT Executive Secretary

#### ***Qualifications and Experience***

- Bachelor's Degree in Business Administration, Economics, Management, Media Studies, Public Relations, or related field;
- Master's Degree will be an added advantage;
- Minimum of five (5) years' experience in leadership, business management, consulting, or strategic operations;
- Strong leadership, communication, negotiation, and strategic planning skills.

### **2. HEAD OF BUSINESS DEVELOPMENT, MARKETING AND INVESTMENT**

#### ***Duties and Responsibilities***

- Design and develop new products and services for MICS;
- Conduct market research and identify business opportunities;
- Develop and manage investment plans and strategic partnerships;
- Lead marketing and client acquisition initiatives;
- Prepare business proposals and investment strategies;
- Identify sustainable income-generating opportunities;
- Coordinate targeted outreach initiatives, workshops, and engagement events;
- Support expansion and growth of MICS services and client portfolio.

#### ***Qualifications and Experience***

- Bachelor's Degree in Marketing, Business Administration, Economics, Finance, Entrepreneurship, or related field;

- Minimum of three (3) years' experience in business development, marketing, or investment management;
- Strong analytical, marketing, and negotiation skills;
- Excellent report writing and presentation skills.

### **3. HEAD OF DATA ANALYSIS AND MEDIA INTELLIGENCE**

#### ***Duties and Responsibilities***

- Analyze media content and data from print, broadcast, digital, and social media platforms;
- Monitor media trends and public discussions on a daily basis;
- Conduct sentiment analysis and public perception assessments;
- Prepare analytical reports to support institutional decision-making;
- Evaluate effectiveness of communication campaigns and provide strategic recommendations;
- Develop media monitoring and intelligence systems;
- Advise clients on communication risks and reputation management;
- Support research, policy analysis, and data visualization initiatives.

#### **Qualifications and Experience**

- Bachelor's Degree in Statistics, Data Science, Mass Communication, Media Studies, ICT, Political Science, Sociology, or related field;
- Minimum of three (3) years' experience in data analysis, media monitoring, communication research, or intelligence analysis;
- Knowledge of data visualization and media monitoring tools;
- Strong analytical, research, and interpretation skills.

### **4. HEAD OF FINANCE AND ADMINISTRATION**

#### ***Duties and Responsibilities***

- Manage day-to-day financial operations of MICS;
- Supervise financial systems, controls, and policies;
- Prepare budgets and monitor expenditures;
- Manage procurement processes and administrative functions;
- Oversee human resources and office administration;
- Prepare financial reports and ensure compliance with regulations;
- Maintain proper management of organizational assets and resources;
- Strengthen financial controls, billing, invoicing, and expense management systems.

#### **Qualifications and Experience**

- Bachelor's Degree in Finance, Accounting, or related field;
- Professional accounting qualifications will be an added advantage;
- Minimum of three (3) years' experience in finance and administration;
- Strong knowledge of financial management systems and administrative procedures.

## **GENERAL REQUIREMENTS FOR ALL POSITIONS**

Applicants should possess:

- High level of integrity and professionalism;
- Ability to work under pressure and meet deadlines;
- Excellent communication and interpersonal skills;
- Computer literacy and proficiency in relevant software applications;
- Strong report writing skills in English and Kiswahili;
- Commitment to ethical conduct and organizational values.

## **MODE OF APPLICATION**

Interested candidates should submit:

- Application letter;
- Curriculum Vitae (CV);
- Copies of academic and professional certificates;
- Contacts of at least two referees.

Applications should be sent to:

### **EXECUTIVE SECRETARY**

Media Council of Tanzania (MCT)

P.O. Box 10160,

Dar es Salaam, Tanzania

Email: *recruitment@mct.or.tz*

**Deadline for applications will be June 30, 2026**

Only shortlisted candidates will be contacted.