



We're Hiring

Communications Officer

QUALIFICATIONS

- ✓ Must have a bachelor's degree in Mass Communications/Journalism/Public Relation
- ✓ At least 3 years of work experience in journalism/ communications/ PR or marketing fields and proven editing and writing skills.
- ✓ Good analytical ability
- ✓ Excellent communication skills
- ✓ Strong cognitive skills judgment
- ✓ Negotiation and interpersonal skills
- ✓ Photograph skill

APPLY NOW



✉ All application must be send through:
recruitment.tanzania@brac.co.tz

Application deadline : 24th July 2026





Career with BRAC Tanzania Finance Limited

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.

Communication Officer

To Promote the image of BRAC in the country through building relationships with a wide range of stakeholders while maintaining sensitivity and integrity of information and demonstrate a collaborative approach in developing communications strategies and materials to achieve the mission and vision of BRAC.

Job Responsibilities:

- Develop and execute an effective communications strategy for BTFL
- Support teams in organizing workshops, seminars, trainings and meetings, and developing program materials
- Preparation of background information and Communication Materials about BTFL for use in discussions with governments, donors and other organizations
- Produce monthly, quarterly and annual progress reports
- Collect, translate and compile case studies as required by individual programs
- Maintaining strong relationship media
- Represent BTFL at coordination meetings and with various stakeholders
- Coordinate BTFL events

Safeguarding Responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals for 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:

- Must have a bachelor's degree Mass Communications/Journalism/Public Relation
- At least 3 years of work experience in journalism/ communications/ PR or marketing fields and proven editing and writing skills.
- Good analytical ability
- Excellent communication skills,
- Strong cognitive skills judgment
- Negotiation and interpersonal skills
- Photograph skill

How to apply:

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational level, years of experience, and expected salary at recruitment.tanzania@brac.co.tz quoting the job title on the email subject (**Communications Officer**).

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 24th July 2026

BRAC is an equal opportunities employer and is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.