



## **GRUMETI FUND TRUST**

### **JOB ADVERTISEMENT**

**APPLICATIONS ARE INVITED FOR THE FOLLOWING POST:**

#### **COMMUNICATIONS COORDINATOR (1)**

Grumeti Fund Trust (Communications Department) is looking for highly qualified and motivated candidates to be recruited for the position of **Communications Coordinator**.

#### **SUMMARY:**

The responsibility of the Communication Coordinator within the Grumeti Fund Trust is to ensure that information, stories and content about the work of the Grumeti Fund Trust is shared with various groups of people, including the surrounding communities, government partners, key stakeholders, donors and an international audience. The channels through which this information is distributed includes social media, the Grumeti Fund website, international and local news outlets, and face-to-face engagement.

<b>DATE OF ADVERTISEMENT</b>	<b>17<sup>th</sup> SEPTEMBER 2020</b>
<b>JOB POSITION</b>	<b>COMMUNICATIONS COORDINATOR</b>
<b>DEPARTMENT</b>	<b>COMMUNICATIONS</b>
<b>DUTY STATION</b>	<b>GRUMETI, MARA REGION, TANZANIA</b>
<b>REPORTING LINE</b>	<b>HEAD OF DEPARTMENT- COMMUNICATIONS</b>



**SCOPE OF WORK:**

- Maintain and update Grumeti Fund Trust Website
- Maintain and update Grumeti Fund Social media accounts with news and information
- Identify and develop relationship with other media, community partners and agencies
- Manage local press release in our website and social media accounts
- Write and publish newsletters and Blogs for Grumeti Fund Trust
- Engagement with stakeholders of Grumeti Fund Trust, other departments and
- Communications coordinator will measure and report the effectiveness of communications activities at least every month.
- Give an assistance to other internal and external communications duties when needed
- The candidate will perform other Logistics and administrative duties for the department

**AS SUCH THE PERSON FILLING THIS POSITION NEEDS TO HAVE:**

- Commitment to the Grumeti Fund Trust's mission
- Ability to write well in English and Kiswahili
- Understanding of Conservation and Community Programs
- Ability to facilitate workshops
- Ability to communicate clearly
- Team player and self-starter
- Ability to analyse metrics and measurements of communication successes
- Ability to maintain big picture thinking

**EXPERIENCE REQUIRED:**

- At least Bachelor's Degree in communication/Conservation or related field
- Fluent in English and Kiswahili
- Five years working experience in communications or conservation-related field
- Experience managing a professional social media account including Instagram, Facebook, Twitter, LinkedIn, etc.
- Proficient in Microsoft Word, Excel, Power Point, Mail Chimp, WordPress, Adobe, etc.



**MODE OF APPLICATION:**

Interested applicants with qualifications for this position should submit their applications letter and CV with details of their abilities and qualifications and at least three (3) contact persons via email to: [jobapplications@grumeti.singita.com](mailto:jobapplications@grumeti.singita.com) and or by postal mail clearly addressed to:

**HEAD OF DEPARTMENT  
HUMAN RESOURCES MANAGEMENT  
GRUMETI RESERVES  
P.O.BOX 65, MUGUMU, SERENGETI, TANZANIA.**

Deadline for receiving Applications is **30<sup>th</sup> September 2020. Only shortlisted candidates will be contacted**

**Grumeti Fund Trust is an equal opportunity employer, women with qualifications are highly encouraged to apply.**