



## **ECONOMIC AND SOCIAL RESEARCH FOUNDATION**

### **OPPORTUNITY TO BECOME COMMUNICATIONS OFFICER**

The Economic and Social Research Foundation (ESRF) is an independent policy research institution based in Dar es Salaam, Tanzania. ESRF was established in 1994 to respond to the growing need for a research think tank with a mandate to conduct policy analysis and capacity-building research. For more details on ESRF, please visit [www.esrf.or.tz](http://www.esrf.or.tz).

ESRF is currently seeking a dynamic, results-oriented, and talented Communications Officer who will be responsible for enhancing ESRF's visibility, impact, and outreach by managing communication strategies that effectively disseminate research outputs, policy dialogues, and capacity-building initiatives to diverse stakeholders.

### **Duties and Responsibilities**

#### ***Strategic Communication and Coordination of Communications Activities***

- Support the development and implementation of the ESRF communications strategy in alignment with the Foundation's Strategic Plan.
- Coordinate communication activities across the Foundation and ensure effective internal information flow.
- Support internal communication and knowledge sharing among ESRF staff.
- Monitor and evaluate communication outcomes and recommend improvement.
- Perform any other duties as assigned by the supervisor.

#### ***Branding, Publications, and Visibility***

- Ensure consistent application of ESRF's branding and visibility guidelines across platforms and publications, including print, digital, and promotional materials.
- Design and layout ESRF branding materials, reports, brochures, and other key documents.
- Support the production of ESRF's key publications, including policy briefs, research reports, and annual reports.
- Document and package impact stories, success case studies, policy briefs, and high-level visit highlights to showcase ESRF's contribution to evidence-based policy making.

#### ***Media Relations and Outreach***

- Produce and disseminate newsletters, press releases, announcements, and other media materials.
- Coordinate and support media engagement, including press conferences, media briefings, and interviews.

- Monitor, analyse, and report on media coverage related to ESRF's work.
- Strengthen relations with media houses and ensure accurate representation and timely coverage of ESRF activities.

### ***Digital Communication, Content Creation, and Event Management***

- Manage and update ESRF's website, social media platforms, and digital channels, ensuring timely and accurate dissemination of content.
- Produce high-quality digital content (photography, videography, podcasts, graphics) using ESRF's in-house studio facilities.
- Capture and produce high-quality audio-visual materials for high-level visits and events held by ESRF.
- Plan, manage, and livestream ESRF's events, policy dialogues, and training sessions to enhance visibility and engagement.
- Maintain ESRF's studio infrastructure and live stream equipment to ensure high-quality, engaging content delivery, including coverage of high-level visits and key events.

### ***Qualifications, Skills, and Experience Required***

- Bachelor's degree in Communications, Journalism, Public Relations, Marketing, or related field. A master's degree will be an added advantage.
- At least 5 years of professional experience in a reputable organization.
- Strong knowledge of digital communication tools, social media management, and website content management systems.
- Excellent writing, editing, and presentation skills in both English and Kiswahili.
- Creative, proactive, and able to work in a dynamic, research-oriented environment.
- Strong interpersonal skills with the ability to work collaboratively in a multidisciplinary environment.

### **Why join us?**

At ESRF, you will work at the intersection of research, policy, and practice. You will help shape Tanzania's and Africa's development agenda. We offer a collaborative environment that values innovation, evidence-based dialogue, and professional growth.

**Reports to:** Executive Director

**How to apply:** Send your application to the online monkey survey. See the link below and paste it into your browser.

[COMMUNICATIONS OFFICER - ECONOMIC AND SOCIAL RESEARCH FOUNDATION – Fill out form](#)

**Deadline:** Applications should reach the Foundation on or before **December 31, 2025. Only shortlisted candidates will be contacted.**

