



MEDIA COUNCIL OF TANZANIA (MCT)

Background

The Media Council of Tanzania (MCT) is an independent, voluntary and self-regulatory body with the objective of promoting freedom of the media and ensuring the highest professional standards and media accountability in the United Republic of Tanzania.

MCT implements its four-year Programme Strategy (2023 – 2027) that aims at expanding the perimeters of freedom of expression and of the media as well as promoting professionalism and accountability in order to ensure that the Tanzanian media contributes effectively to the country's development and democratic processes.

As part of implementation of its Strategy, MCT would like to recruit a competent Tanzanian to fill the vacancy of **Senior Programme Officer** in our offices located in Zanzibar.

The overall responsibilities of the employee shall be:

To Coordinate MCT Programme and Administration activities in Zanzibar, interpret the Programme Strategy and determine interventions; oversee Council activities in Zanzibar. Senior Programme Officer shall report to Institutional Sustainability Specialist (ISS).

The duties and responsibilities of the employee shall be as follows:

- a) Act as first point of reference for stakeholders on matters concerning the Council in Zanzibar and advise ISS on maintaining good relations with stakeholders including Government;
- b) Safe keep and ensuring prudent and optimum utilization of Council Zanzibar office assets and resources;
- c) Identify problems and any irregularities in the process of implementing programme activities and suggest solution to the ISS;

- d) Assist ISS in coordination of MCT programmes and project activities in Zanzibar;
- e) Receive and process complaints against media in Zanzibar;
- f) Promote Council membership in Zanzibar and follow up on payment of membership fees of Zanzibar members;
- g) Maintain the good name of the Council in Zanzibar;
- h) Ensure proper line of communication between head office and Zanzibar Office;
- i) Prepare quarterly, semiannual and annual programme implementation reports and ensure timely preparation and dissemination of regular reports by Zanzibar office;
- j) Prepare proposals relating to additional sources of funding for submission to the ISS to support Council activities in Zanzibar;
- k) Liaise with Dar es Salaam office in budget preparation;
- l) Promote gender equality and consciousness in the media;
- m) Follow up on utility bills, advice on payment and administer office petty cash;
- n) Ensure clean office and pleasant environment by supervising the cleaner;
- o) Ensure proper maintenance of files, documentation and Information Resource Center in Zanzibar;
- p) Analyze newspapers and electronic media to provide basis for quality internal discussion and planning and write reports of monitoring;
- q) Write result based activity report, monthly report, semiannual and annual reports on the Council's Programme activities in Zanzibar;
- r) Produce content promptly for update of Council website and social media platforms; and
- s) Carry out duties as may be assigned by superiors.

Competencies:

- Understanding of media self-regulation, press freedom and freedom of expression issues;
- Broad knowledge of the Tanzania media sector dynamics;
- Proven experience and competence in advocacy work;
- Administrative and analytical skills;
- Solid communication skills, both written and oral, in English and Kiswahili, and ability to produce concise reports;
- Excellent attention to detail;
- Results oriented;

- Ability to proactively work independently with minimum supervision, and as an effective team member.

Key Qualifications and Experience:

- Bachelor's degree or its equivalent with 8 years' experience in journalism, mass communication, Laws or relevant social sciences. A relevant Master's degree would be an added advantage.

MODE OF APPLICATION

To apply, submit a detailed Curriculum Vitae (CV) with email address, telephone number, copies of relevant certified certificates/testimonials, and names of three professional referees. Applicants are also required to submit application letter explain why they think they should be considered for the job through the address below:

**Executive Secretary,
Media Council of Tanzania,
PO Box 10160,
Dar es Salaam.**

Please send your application through, Postal or recruitment@mct.or.tz or hand deliveries at MCT Head offices located in Dar es Salaam - Tegeta Skanska, Bagamoyo road, House Number MTN/KUN/532.

Closing date is March 24, 2025. Only short-listed applicants will be contacted.

MCT is an equal opportunity employer therefore all people are encouraged to apply.