

## **Twaweza Job Description**

### **Learning & Communications Assistant**

**Job Title:** Learning & Communications Assistant  
**Salary Grade:** 3  
**Department:** Learning & Communications  
**Reports to:** Learning & Communications Manager  
**Supervises:** None  
**Date:** 15 February 2012 or asap

#### **Overall Responsibility:**

Support the Learning & Communications Unit to effectively achieve its goals and deliver on its outputs and work plans by overseeing learning, as well as contributing to communication, monitoring and administrative needs. Coordinate and document learning activities and communicate lessons.

#### **Specific Responsibilities**

Under the overall guidance of the L&C Manager

- coordinate, organize and document internal learning (learning sessions, reading club, staff courses and seminars, staff well-being, immersion)
- support management and documentation of the internship program, as well as communication of lessons and products from internships
- support global context monitoring and communication of lessons from Twaweza, coordinate learning events with invited experts
- coordinate partner learning, organize learning events and exchange visits
- contribute to communications work from a learning perspective: help develop feedback on publications, distribution at key events, use of popular music
- assist the Communications Officer in development and production of communication materials, including for web pages and with translation of materials between English and Swahili
- draft letters and undertake basic correspondence for and on behalf of the L&C Unit and take care of relevant logistics relating to organization of meetings with third parties,
- Ensure all files and documentation in the L&C unit are well organized and kept up to date, assist in contract management and payment processing.

#### **General Responsibilities**

- Successfully implement above responsibilities and assigned activities (and associated budgets) in work plans, consistent with Twaweza Policies.
- Contribute effectively to planning, monitoring and, reporting and information dissemination of Twaweza's work.
- Comply with and foster adherence to the established Twaweza policies, regulations, guidelines and procedures.
- Undertake any other lawful tasks as may be assigned by the Supervisor.

#### **Qualifications and experience**

- A bachelor's degree in public/business administration, management, communication, documentation science, or other related discipline.
- At least two (2) years of relevant professional experience.
- Excellent organizational, interpersonal skills and ability to work in a team.
- Ability to work quickly and under pressure and demonstrable attention to details.

- Excellent written and verbal communication skills in English and /or Swahili.
- Demonstrable computer proficiency including use of MS office applications and typing skills.

**To apply** for this position, please submit your **CV (max 4 pages)** to [jobs@twaweza.org](mailto:jobs@twaweza.org), including a **cover letter** explaining your interests/motivations to work for Twaweza, and **2 samples of your written work** and names of **3 referees**, in MS Word or PDF file. In the **subject of your email** write your name and the position you apply for.

#### **Closing date**

22 January 2012. Only short listed candidates will be notified to appear for interviews