

Terms of Reference

Position:	Project Officer – Media Development
Project Name:	Media Futures Project East Africa
Location:	Tanzania, Daressalam
Assignment period:	15.09.2021 – 31.12.2022
Availability:	5 days per week (<i>full time</i>)
Languages required:	English and Swahili (mandatory), German is an asset
Expected starting date:	15.09.2021

I. Background

Introducing DW Akademie

DW Akademie is Deutsche Welle's center for international media development, journalism training and knowledge transfer. Our projects strengthen the human right to freedom of expression and independent decisions based on reliable facts and constructive dialogue.

DW Akademie enables people throughout the world to make decisions based on independent information, reliable facts and constructive dialogue. We stand for free media, free expression and free societies worldwide.

Introducing the partnership with the AKU-GSMC Media Innovation Centre

The Graduate School of Media and Communications of the Aga Khan University (AKU-GSMC) aims to foster a diverse, independent, innovative, ethical, and economically thriving media and communications sector in East Africa that contributes to the creation of successful and sustainable societies in an era of technological and social change.

The AKU is committed to academic excellence and to the full utilization of educational technologies to enhance students' learning experience. Through ongoing partnerships with the media industry and prestigious overseas institutions, the AKU enlists international and local expertise to help establish its program and services. Input from the media industry and the journalism academy – locally and globally – has helped foster the intellectual rigor and practical relevance needed to prepare East Africa's media for the challenges of the future.

Accordingly, AKU-GSMC is dedicated to advancing excellence in media performance, strengthening ethical practice, enhancing leadership, and promoting innovation and entrepreneurship across the media and communications sectors.

Media Futures East Africa Project

DW Akademie and AKU-GSMC have collaborated in the Media Futures East Africa Project to support informed communities through viable media in East Africa. To this end and through partnerships we will conduct research and training, and carry out acceleration and outreach, for media and other stakeholders. The Media Futures East Africa Project supports media that is free, independent, innovative, evidence-based and committed to society. Overall, the project aim to:

- 1) Bolster the viability of media outlets, and

- 2) Galvanize media innovation in East Africa, with a focus not just on creative content but on new and sustainable business model for the future.

For more information on the project, please [visit our website](#).

II. Scope of work

The applicant will have the following duties and responsibilities:

Technical tasks

- Assist the DW Akademie Project Managers based in Bonn (Germany) and Nairobi in project management tasks related to supporting the regional outreach of the Media Innovation Centre (based in Nairobi), in particular:
 - Support in coordination of Innovators in Residence Program and related tasks
 - Training curriculum of the Media Innovation Centre,
 - Coordination of EASTsite (content blog on media viability).
- Support partner cooperation, in particular:
 - Implementation of capacity building activities in Tanzania, Uganda and Kenya (and potentially other EAC states),
 - Coordination and implementation of exchange / awareness events on Media Viability,
 - Liaison / stakeholder management with partner organizations / media houses in particular Tanzania and Uganda, and possibly across the entire region.
 - Participate in partner and other technical meetings related to the project.
- General support of Project Managers and Project Director on Media Viability and project implementation,
- Support in contacting and communication with a variety of media stakeholders
- Assist compilation of concept notes, reports, training materials and other project documents.

Administration

- Support DWA Project Managers in Germany and Kenya in administration of partner contracts and settlement, as well as partner support in contracting issues.
- Knowledge management and documentation.
- Support in finance monitoring of the overall project.

Other duties and responsibilities beyond the ones mentioned above may be required in the course of the country project.

Requirements and Qualifications

Mandatory

- University degree (at least bachelor) in journalism, social science, finance and/or related field
- At least 3 years work experience in the media / innovation landscape of East Africa
- Proven skills in project management, incl. experience in event and workshop organization

- Excellent written and oral communication skills in English (and Swahili)
- Knowledge of journalism, Media Viability, media development and / or media innovation
- Good network within the Tanzanian media landscape
- Good Microsoft Office Skills (Word, PPT, Excel, Outlook)
- Critical and analytic thinking and excellent negotiation and communication skills
- Ability to work on several complex processes in a structured, efficient, and solution-oriented way
- Excellent intercultural cooperation skills and openness to work in a digital project framework
- Passionate team player, also able to work independently and under time pressure
- Skills and interest in administrative and financial tasks, such as grant management (contracts, bids, procurement)

Desirable

- Proven networking skills and experience in partner relationships (East African and international organizations)
- Experience as moderator, facilitator or trainer, including virtual trainings and tools, events and curriculum or training module development
- Knowledge of international cooperation and organizational development
- Journalistic background and work experience in East African media houses or (media) innovation hubs
- Good written and oral communication skills in other local languages than Swahili, basic German skills are an asset

Other requirements:

- Availability to work from home and mobile office in Daressalam, occasional field trips across the region and Germany
- Usage of self-owned laptop with MS Office Programs and reliable internet access

III. How to apply (requirements)

Applications shall be made in writing and provide the following:

- Letter of application
- Curriculum Vitae (CV)
- Educational and work-related certificates

Please submit your application in electronic form to Julia Gering (Julia.Gering@dw.com). The deadline is August 6th 2021 (Friday). Application deadline extended until August 24th (Tuesday).

If possible, please all required documents in one PDF for submission.