



### ***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

## **1. JOB TITLE: Programme Manager.**

***Overall responsibility:*** This is a Senior Managerial position. Reporting to the Executive Secretary, the Programme Manager shall oversee Programme implementation leading the team in implementing MCT activities of advocacy, mediation and arbitration, media monitoring, and press freedom violation register; as well as projects for specific outputs.

### ***Duties and responsibilities of the employee:***

1. Oversee and ensure implementation of programme activities of the Council as per Programme Strategy and approved Annual work plans;
2. Provide support to the Executive Secretary (ES) in handling complaints brought against media outlets at Secretariat level;
3. Assist the Executive Secretary in identifying, developing and maintaining useful networks;

4. Assist the Executive Secretary in fundraising for Council activities and sustainability;
5. Take lead in research and development activities
6. Take lead in Council advocacy activities;
7. Develop and implement communication strategy
8. Ensure Code of Ethics for media professionals is up to date;
9. Identify problems and any irregularities in the process of implementing programme activities and advise the ES accordingly;
10. Participate in and give quality input to Management Team and Tender Board deliberations;
11. Liaise with MCT Zanzibar office to ensure effective and timely implementation of Programme activities on the Isles;
12. Supervise and mentor programme officers, other staff, volunteers and interns as may be required;
13. Prepare departmental plans and budgets and participate in Council planning, review and budget process;
14. Ensure the work of contracted programme consultants, contributors and editors is of high quality and standards;
15. Prepare analyses on policies and media laws;
16. Provide technical backstopping to Government officials, MPs, MHRs and relevant House Standing Committees on matters related to MCT agenda;
17. Liaise with stakeholders in the media sector and with all those involved in the media sector for relevant interventions;
18. Oversee usage of NACTE validated standardized journalism curricula and benchmarks for certificate, advanced certificate and diploma levels (NTA levels 4 – 6);
19. Oversee preparation and production of annual State of the Media Report;
20. Write activity reports and keep records of the same.

***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 Masters degree would be an added advantage.

***Competencies:***

- In-depth understanding of media self regulation, press freedom and freedom of expression issues;
- Broad knowledge of the Tanzania media sector dynamics;
- Strong managerial and administrative skills;
- Proven experience and competence in advocacy work;
- Ability to lead in a participatory, roll-up-your sleeves manner;
- Strong 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.

## **2. JOB TITLE: Senior Finance Volunteer**

**Reports to:** Executive Secretary

**Overall Responsibility:** To ensure that accounting and financial management of MCT's operations are in strict compliance with MCT financial policies, regulations, procedures, donor agreements, IFRSs/ IPSAs and best practices. Provide quality and timely advice on matters of finance and financial management and provide timely and accurate financial and management reports.

### **Specific responsibilities:**

1. Provide technical advice to the team on the preparation of the plans and budgets for optimal use of resources;
2. Assist to develop project budgets and fundraising;
3. Oversee preparations of financial reports and submit to Executive Secretary-;
4. Review and prepare Financial Management Reports which include but are not limited to, monthly, quarterly, semi-annual and annual financial reports;
5. Ensure compliance of MCT with laws and regulations relating to tax as well as other statutory authorities;
6. Periodically review operations of the accounting package and ensure all information is input accurately on daily basis;
7. Ensure all financial documents are aligned to practice, market completeness, and compliance with applicable policies and laws;
8. Ensure financial documents are kept and are in compliance with MCT's financial policies;
9. Communicate financial policies and procedures to all staff and ensure they are properly implemented and adhered to;
10. Interpret the Programme Strategy and link it to the Strategic Budget as well linking Annual Work Plans to Annual Budgets and provide strategic advice on the implementation that will enhance value for money;
11. Prepare quarterly reports on the implementation of the resource mobilization work plans for consideration by the management;
12. Liaise with tax and other authorities wherever necessary;
13. Review donor reports and ensure submission of the same is done within the context of the Memorandum of Understanding and Bilateral Agreements;
14. Review and approve bank reconciliation statements;
15. Liaise with external auditors and work with auditors to ensure smooth Audits on MCT Finances; and
16. Any other duties as may be assigned by the Executive Secretary.

### **Volunteer qualifications**

#### **Education:**

- ACPA(T) holder or its equivalent,
- Degree in Accounting or Finance from a recognized university, Master degree in Business Administration will be an added advantage.

#### **Experience:**

- Minimum of four (4) years' experience in senior accounting/finance level.
- Proven experience in managing donor funds.

**Competencies:**

- Strong English language skills, both written and spoken;
- Experience and ability to use various Accounting soft-wares;
- Ability to support and direct the implementation of ideas, projects and plans once adopted by the organization;
- Ability to manage multiple priorities while working as part of a team;
- Excellent financial analytical skills;
- Energetic, independent, self-motivated personality.

**3. JOB TITLE: M & E Volunteer**

**Reports to:** Institutional Sustainability Specialist (ISS)

**Overall Responsibility:** To oversee and execute Monitoring, Evaluation and Learning (MEL) activities included in the Annual Work Plans, with particular focus on results, impacts, best practices, lessons learned, emerging issues and setbacks in implementation. Monitor the follow up of evaluation recommendations with view of developing MEL capacity.

**Specific responsibilities:**

1. To Design Monitoring, Evaluation and Learning (MEL) framework
2. To Develop key performance indicators and Means of Verifications
3. To Track program's progress, outputs and activities
4. To collect, organize and analyze data in line with the MEL framework
5. To evaluate outcomes and ensure the program is achieving its goals
6. To identify areas for improvement by making recommendations for modifications or additional resources
7. To document progress by recording progress towards goals
8. To write MEL activities reports on monthly basis
9. To draft quarterly, semi-annually and annually progress implementation reports informed by MEL
10. Any other MEL duties as may be assigned by the Supervisor

**Volunteer qualification**

**Education:**

University Degree preferably in Business Administration, Economics or related field.

**Experience:**

- At least four (4) years of experience in the design and implementation of M&E in development projects implemented by national/international NGOs/ Government;
- Experience in designing tools and strategies for data collection, analysis and production of reports;

- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

**Competencies:**

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
- Plans, coordinates and organises workload while remaining aware of changing Priorities and competing deadlines;
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support;
- Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.

***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,  
P.O.Box 10160,  
Dar es Salaam.**

Please send your application through, Postal or [recruitment@mct.or.tz](mailto:recruitment@mct.or.tz) or hand deliveries at MCT offices located at House No. KUN/MTN/532, Bagamoyo Road, Tegeta Skanska area

Closing date is **January 13, 2025**. Only short-listed applicants will be contacted.

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