



1. Position Title: Strategic Content Coordination Specialist (All Interested Candidates)

Announcement Number: DaresSalaam-2025-001

Hiring Agency: Embassy Dar Es Salaam

Open Period: 01/17/2025 - 01/31/2025 Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 6520 10

Salary: TZS TSh75,685,049 /Per Year

Work Schedule: Full-time - 40 per week

Promotion Potential: LE-10

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Summary:

The U.S. Mission in Tanzania is seeking eligible and qualified applicants for the **Strategic Content Coordination Specialist** in the Public Diplomacy Office.

MAJOR DUTIES

STRATEGIC CONTENT COORDINATOR SPECIALIST

VA NUMBER: DARESSALAAM-2025-001

Job Overview: The Strategic Content Coordination (SCC) Specialist oversees online public engagement through the Mission's digital properties (social media, mobile). Oversees the selection and production of strategic content for distribution in multiple digital and traditional formats to Tanzanian audience groups. Develops the policies, procedures, and guidelines necessary for Mission use of evolving digital technologies. Coordinates Public Diplomacy (PD) strategic planning, audience research, and program evaluation and measurement. Develops policies, procedures, and guidelines for external Mission communication in crisis situations.

Major Duties: Strategic Planning, Analysis, Evaluation, and Recommendations - 45%

- Identifies Mission foreign policy objectives to be directly supported by PD in consultation with the Mission Spokesperson or designee and senior Mission personnel. Initiates analysis of audience and media environments, using publicly available data when available; initiates the design of proprietary Mission-generated audience analysis: structured interviews, focus groups, aggregated activity and project evaluations, and demographic analyses – to match priority audience segments with the information format and communication channel (social media, niche publication, newspaper, TV, radio) each audience segment prefers.
- Assesses evaluation of previous activities to fine-tune planned initiatives; identifies project objectives, assessment methods, and outcomes for those initiatives. Actively plans at least a year in advance to contribute data for the annual public diplomacy strategic planning document, and to develop an editorial calendar that includes detailed plans on how the Mission will establish and advance engagement and dialogue with target audiences in support of Mission priorities. Solicits recommendations and compiles section input for the embassy's country strategy in consultation with the Mission Spokesperson or designee. Serves on and/or supports Mission-wide working groups carrying out strategic embassy objectives.
- Regularly reviews progress toward office performance objectives; facilitates office planning and recommendations for future performance objectives based on analysis of past results, audience demographics, changes in communication platforms and market, and embassy goals; and recalibrates projected outputs and refines assessment methods as necessary.
- Leads in identifying opportunities to take advantage of continuous global advances in digital communication technologies and changing Tanzanian information consumption patterns and preferences to enhance the embassy's effectiveness in public engagement; implements significant changes in embassy external communication operations that affect both personnel and systems and will be held accountable for the results.

- Makes detailed plans at least a year in advance for embassy engagement on the embassy's flagship digital properties and for embassy-wide engagement opportunities; develops and leads training to prepare embassy personnel to participate in digital engagement activities. Develops processes and guidelines for cross-embassy, countrywide development and sharing of time-sensitive strategic content, including content produced by Department of State (DOS) officers as well as subject-matter experts from the U.S. Agency for International Development (USAID), U.S. Centers for Disease Control and Prevention (CDC), U.S. President Emergency Plan for AIDS Relief (PEPFAR), U.S. Department of Defense (DOD), Peace Corps, and others. Manages the creation, packaging, promotion, distribution, and placement of strategic content for embassy public engagement, including engagement at American Spaces.
- Oversees planning and development of the embassy's flagship digital properties, ensuring compliance with regulations, DOS policies, industry standards and best practices, and respect for the Mission's reputation. Recommends how to prioritize and exploit opportunities for Mission engagement and campaigns. Recommends operational changes to adapt embassy policies and procedures to evolving patterns of Tanzanian information consumption and technologies; implements approved, significant changes to operations.
- Conducts regular exercises to maintain the readiness of the digital content production team to function as an external communication hub during crises in consultation with the Mission Spokesperson or designee and the Emergency Action Committee (EAC).
- Builds and maintains professional relationships with Tanzanian ministries and industry leaders in communication technologies, mobile communications, social media, audience analysis, media environments, and analytics. Monitors changes in Tanzanian information consumption patterns and identify new opportunities for embassy engagement. Coordinates with Tanzanian government ministries to plan and develop digital diplomacy projects on issues of mutual interest.

Implementation - 30%

- Continuously pursues multiple sources of strategic content, including U.S. Department of State guidance, digital communications material, and embassy public engagement activities held in various locations throughout Tanzania, as well as third-party content from partners, grantees, and non-governmental organizations (NGOs) whose positions align with or provide local context for the embassy's strategic content. Tracks and reports on audience response to embassy strategic content on all platforms, using sophisticated analytic tools and methodologies.
- Convenes American officers and Tanzanian local staff for daily or weekly editorial reviews to identify opportunities to engage all target audience groups; identifies and recommends contextual material (e.g., language, syntax, visuals) and the most effective content formats and distribution channels; and oversees production and dissemination of multilingual, multimedia, and visual strategic content contextualized for specific Tanzanian audiences. As editor, reviews all content for compliance with U.S. government requirements, obtains clearances as required, and recommends removal of inappropriate user-generated content.

- Manages digital outreach and communications during crises. Participates in routine emergency preparation exercises.
- Reviews reporting tools for outcomes, coaches direct reports on reporting and accountability, and coaches direct reports in developing assessment methods and compiling evaluative reports.
- Oversees management and maintenance of the embassy's content library. Ensures all content is properly organized and tagged. Manages user accounts and software licensing for digital tools and properties. Ensures all digital properties are in compliance with federal laws, policies, and U.S. Department of State policies as they apply to account management and security issues.

Resource Management – 15%

- Prepares, manages, and tracks the annual budget for the digital content production unit, including human resources, program support, and digital production equipment for community engagement activities and crisis communication needs. Contributes to the section's annual budget submission in consultation with the Resource Coordination unit. Identifies and recommends funding for contracts to expand capacity in areas of expertise not available on staff.
- Supervises two staff responsible for managing the Mission's flagship digital properties, ensuring those properties are effective engagement platforms and in compliance with federal regulations, DOS policies, and industry standards. Oversees the functions of public engagement on flagship embassy digital properties and coordinates embassy-wide engagement, content creation, and repackaging. Leads staff in identifying and measuring performance targets; coaches and mentors subordinate staff through regular feedback and timely performance evaluations.

Administrative Functions - 10%

- In coordination with the Resource Coordination unit, maintains required office records and files. Ensures that digital content production unit engagement activities are appropriately recorded in reporting and contact databases as required. Drafts analytic and other internal reports and office correspondence in English and Swahili, including Notices of Funding Opportunity (NOFOs), specifications for contract requirements, and event proposals. Provides informal interpretation and translation between English and Swahili when required.
- Serves as Grants Officer's Representative (GOR) with responsibilities as indicated in the Delegation of Authority letter. The incumbent is required to coordinate with

recipient individuals and organizations and is responsible for monitoring grantee compliance with grant terms by reviewing grantee accounting and interim reports and requiring timely submission of final program and financial reports. Coordinates with section and embassy colleagues on questions of funding, expenditures, and transfers. For U.S. Department of State-initiated grants, acts as liaison between U.S. Department of State-based grant officer representatives and local implementing institution(s).

Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. The incumbent will be required to perform other duties as assigned by the agency.

Qualifications and Evaluations

Requirements:

All selected candidates must be able to obtain and hold a:

- Security certificate; and
- Medical certificate

All selected candidates will be subject to a background investigation and a pre-employment medical exam.

Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and clearances/certifications or their candidacy may end.

Education Requirements:

- A university degree in Communications, Journalism, Business, Marketing, or related major is required.

Please address this factor in your ERA application under Education.

Evaluations:

- You will be evaluated against the qualifications and requirements in this vacancy announcement.
You may be asked to complete a pre-employment language or skills test. You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any

knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

Qualifications:

Experience:

Four (4) years of experience is required, with public engagement, communications, or market research and analysis as components of the work. Experience must include designing and executing multimedia campaigns in digital and traditional formats.

Please address this factor in your ERA application under Major Duties and Responsibilities.

Language:

Level 4 (Fluent) Speaking/Reading/Writing English is required. Level 4 (Fluent) Speaking/Reading/Writing Swahili is required.

Please address this language requirement in your ERA application.

Job Knowledge:

Detailed knowledge of traditional and digital communication preferences of Public Diplomacy target audiences in Tanzania is required. Comprehensive knowledge of target audience groups, including regional, demographic, ethnic, socioeconomic, cultural, and linguistic factors and the influence of religious, cultural, and educational institutions in shaping Tanzanian attitudes, is required. Detailed knowledge of commercial marketing techniques, market (audience) analysis and analytics, and customer service is required. Knowledge of trends in regional and international communications patterns and how they affect the Tanzanian communications landscape is required. Knowledge and understanding of how to identify engagement opportunities and how to leverage them within the societal norms of that community are required. Must have knowledge of commercial and regulatory aspects of digital marketing and advertising products and services.

Please address this factor in your ERA application under Major Duties and Responsibilities.

Skills And Abilities:

Analytic Skills: Must be able to perceive the emergence of new influencers and changing preferences in information consumption; assess the impact of evolving content formats and delivery channels; and lead cross-section analysis to modify

approaches for enhanced outcomes.

Communication and Interpersonal Skills: Must have excellent customer relations, interpersonal, and cross-cultural communication skills and be able to engage key Tanzanian communications, broadcast, marketing, and ministry officials. Must be able to create and host online conversations designed to build relationships with the public on foreign policy issues. Must be able to tailor communications to fit formal and informal situations and different ethnic, religious, and linguistic cultures. Must have excellent written and oral communication skills, including the ability to develop, write, and edit materials for broadcast or digital dissemination in both English and Swahili. Must be able to speak publicly and interview for evaluation purposes. Must be able to interpret between English and Swahili for professional briefings.

Management Skills: Strong management skills are required, including the ability to develop policies, procedures, and guidelines in response to changing communication technologies, formats, and internal Mission preferences for sharing strategic content; the ability to convene groups, reach consensus, and develop recommendations is required. Must be able to manage projects and oversee budgets, schedules, and daily operations to produce, adapt, and disseminate time-sensitive content through preferred channels for optimal target audience impact. Must be able to finalize agreements with partner institutions and manage their fulfillment. Must have good supervisory skills and the ability to obtain results from employees and contractors in order to maintain project objectives and meet deadlines.

Technical Skills: Must have detailed knowledge of and the ability to use social media, digital and mobile platforms, graphic design and photo editing software, photo and video sharing sites, podcast creation tools, and basic photo and video skills. Must have good numerical skills to be able to use and develop statistical analyses of audience segments and report on the impact of Public Diplomacy operations. Must have knowledge of how digital platforms are managed, to include software licenses, role-based permissioning of accounts, account management, and various levels of functionality built in to manage these platforms. Good keyboarding and data entry skills and excellent familiarity with electronic discovery tools (internet and Google Analytics) and standard information retrieval practices and procedures are required.

Please address this factor in your ERA application under Major Duties and Responsibilities.

Required Documents:

*Please upload **all** applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

All Applicants:

- Proof of Citizenship
- Work Permit (if applicable)
- University Degree

- University Transcript

APPLY HERE

2. Position Title: Legal Advisor (All Interested Candidates)

Announcement Number: DaresSalaam-2025-002

Hiring Agency: Embassy Dar Es Salaam

Open Period: 01/17/2025 - 02/04/2025

Vacancy Time Zone: GMT+3

Series/Grade: LE - 1905 11

Salary: TZS TSh103,069,809 /Per Year

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-11

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Summary: The U.S. Mission in Tanzania is seeking eligible and qualified applicants for the **Legal Advisor** in the Department of Justice Office.

Duties

Serves as a Multilateral Senior Legal Advisor (SLA) for the International Computer Hacking and Intellectual Property (ICHIP) Attorney Advisor based in Dar es Salaam, Tanzania, with responsibilities throughout Africa. SLA's role is to assist the ICHIP in developing and administering technical and developmental capacity building assistance designed to enhance the capabilities of foreign justice sector institutions and law enforcement to prevent and combat intellectual property and cybercrime in countries on the continent of Africa. The core function of the SLA position is to assist and advise the ICHIP on policy, law enforcement, and legal matters; as well as to determine, prepare,

and implement proposals and strategies for the ICHIP's activities, objectives, and goals in the region. Responsibilities also include assisting the ICHIP with mentoring and training programs for prosecutors, police, and judges, with the assistance of right-holders and private industry. The SLA will also serve as office manager and provide administrative and logistical support for regional ICHIP programming.

MAJOR DUTIES

VA NUMBER: DARESSALAAM-2025-002

Representation and Program Support - (35%)

- The Senior Legal Advisor (SLA) will have the following regional responsibilities: (1) assess the capacity of law enforcement authorities in selected counties in Africa to investigate and enforce intellectual property crimes, such as trade secrets theft, digital piracy, economic espionage, and counterfeiting, and cyber-focused and cyber-enabled crimes; (2) assist in developing and delivering training and other capacity building formats designed to enhance the capacity of justice sector personnel to investigate and enforce intellectual property and cybercrimes; (3) assist in developing or strengthening institutions dedicated to investigating, prosecuting, or otherwise enforcing intellectual property and cybercrime through trainings, legislative reform and review, and case-based mentoring; (4) monitor regional trends in intellectual property protection and cybercrime; and (5) provide expert assistance in support of U.S. Government intellectual property and computer crime policies and initiatives in the region.
- SLA will have autonomy to initiate, maintain, and develop contacts with high level authorities and executive personnel of beneficiary countries, international organizations, NGOs, the East Africa Community (EAC), and UN and US agencies and entities, and private sector contacts in support of U.S interests. This requires extensive knowledge of those institutions, organizations, agencies, and entities so that the proper contacts can be made and fostered. Collaborates alongside ICHIP with beneficiary countries on legal and law-enforcement matters; helps preserve institutional knowledge and linkages with senior level contacts from the host government and key private sector contacts and other groups (e.g., entertainment industry, pharmaceutical industry, etc.).
- Communicates and obtains agreement and cooperation from high-ranking officials with respect to the ICHIP's programs, actions, and events; prepares and submits program approval memoranda and travel authorizations, ensures necessary visas and country clearances, in an accurate and timely manner. In conjunction with the ICHIP Attorney Advisor, supervises, implements, and is responsible for organizing programs, actions, events, including training

conferences and workshops on a broad range of legal and law enforcement topics related to intellectual property offenses (e.g., electronic evidence, money laundering, probation, corruption, criminal procedure, investigative techniques, etc.); takes the lead on logistical aspects of event planning, such as preparing invitations and tracking confirmations, visiting and securing a venue, arranging travel and lodging for any presenters or attendees, prepares the agendas, develops the substantive curricula, preparation and translation of certificates and materials, hiring interpreters and securing needed interpretation equipment, and the distribution and collection of post-event surveys. With input from the ICHIP, deliver presentations at programs and conference on specialized issues such as investigating and prosecuting cybercrime and intellectual property offenses.

- Manages or contributes to the management of travel of US and African law enforcement personnel, technical advisors, and international consultants throughout the region, act as Department Of Justice's (DOJ) representative at meetings and other international conferences and events. With oversight by the ICHIP, manages the program and administrative budget and provides financial reports to DOJ. Helps the ICHIP with day-to-day logistical management, such as setting up meetings, procurement of any necessary materials, services, and/or equipment, and helping arrange travel and vouchering for the ICHIP.

Administration, Reporting and Financial Management - (35%)

- Serve as office manager, ensuring adequate supplies and a tidy, efficient, and effective workstation. Responsible for formulating, monitoring, and managing the budgets for conferences and workshops, including having the formulated budgets directed to DOJ Washington for issuance of fund cites, tracking costs, and de-obligating funds after programs. Analyze expenditures and balances of funds and advises the ICHIP and HQ regarding appropriate budgetary action and maintain detailed spreadsheet databases to record all budget expenditures. Maintain regular contact with and the Embassy's Financial Management Office (FMO) to monitor expenditures and payment procedures, and ensure spending and expenditures comply with USG regulations. Determine the proper coding to ensure accurate charging of all expenditures to the appropriate accounts. The SLA will ensure that the Financial Management Center (FMC) processes all required supporting documents to make proper accounting charges.

- Serve as the department's accountant, update daily expense records, and make disbursements. The SLA will make payments to vendors for official goods and services, when appropriate, and in other cases, the SLA will take all due measures to allow the payment is conducted by procurement ensure that bills and vouchers are proper for payment, by verifying all pertinent documents, approval signatures, and availability of funds (fiscal data properly and accurately noted).
- Monitor International Cooperative Administrative Support Services (ICASS) statistics to determine their accuracy, including but not limited to, workload counts, ICASS charges, and annual costs for specific services. The SLA will follow up on administrative support services to ensure quality and timeliness of services rendered, such as purchases of supplies and payments of invoices. The SLA will participate in ICASS meetings, as appropriate, in order to represent the department's regional office.
- Acquire and implement an in-depth knowledge of U.S Government financial, procurement, travel, and other administrative procedures, and advise the ICHIP to ensure proper, ethical, and legal performance of all administrative activities.
- Draft legal documents and reports on justice-sector issues. Instrumental in the preparation of ICHIP's weekly, quarterly, and other reporting to Overseas Prosecutorial Development Assistance & Training, DOJ, the Embassy, and the State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL). Such reporting is critical in assessing the ICHIP's activities and represents the basis for obtaining funding for the ICHIP programs. Certain reports are lengthy and detailed and, in many instances, include references to historical facts and events as well as current complex legislative and political developments.
- Maintain electronic and paper files in easily accessible and organized manner. Agendas, presentations, reporting, travel, and other important documents must be preserved and maintained efficiently and effectively.

Legal Research and Legislative Research, Review, and Reform - (20%)

- Research issues of law and procedure such as pertinent regional substantive criminal and criminal procedure codes and court rules. Identify and discuss the elements of substantive criminal law and procedure, particularly the cyber and intellectual and industrial property laws, such as individual country legislation on computer crimes laws, cryptocurrencies, and industrial and intellectual property. Prepares country overviews, which include background on the political and legal landscape of the country; overview of the legal system; and collection of relevant

criminal law and procedural rules as well as mechanics of trial and appellate advocacy in regional courts.

- As required, respond to various inquiries on a broad range of intellectual property and cyber-related criminal law matters regionally, such as policy developments and high-profile cases and seizures of counterfeit goods.
- The SLA will monitor and report on legislation, policies, and regulation affecting criminal codes and rules relevant to cybercrime and intellectual property enforcement in selected countries in Africa. This position is also constantly looking for new approaches, guides, and solutions. Working closely with the ICHIP, the position will assist in developing new protocols, guidelines, and other instructional materials for police, judges, and prosecutors. This position is also responsible for helping to lead, alongside ICHIP, U.S. efforts on supporting key rule of law legislation and sub-legal acts specific to technically challenging issues in cybercrime and intellectual property crimes that are compliant with applicable legislation, U.S. policy, and international standards and relevant case law.
- SLA will need to bring a very high level of creativity and innovation to solving problems and issues, including adapting Tanzanian and other countries' laws to international standards, finding creative ways to solve entrenched opposition in criminal justice institutions, and crafting strategies to make program initiatives attractive to law academies, judges, and other criminal justice institutions. SLA will also need to be very creative in helping develop strategies for reforming operational effectiveness of criminal justice institutions.

Case-Based Mentoring - (10%)

- In consultation with the ICHIP, develop strategic plans and provide active case-based mentoring in best practices to host-country and regional law enforcement authorities in the investigation and criminal prosecution of intellectual property theft and cyber-enabled crimes, as well as those offenses with linkages to transnational organized crime, corruption, money laundering, and economic fraud.
- Assist the ICHIP with responding to requests for assistance from law enforcement counterparts and industry contacts on a daily basis and follow-up to ensure tasks are resolved to everyone's satisfaction. Respond to these requests concurrently from various actors throughout the continent while remaining cognizant of differing legal rules, customs, and requirements in each jurisdiction.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

Qualifications and Evaluations

Requirements:

All selected candidates must be able to obtain and hold a:

- Security certificate; and
- Medical certificate

All selected candidates will be subject to a background investigation and a pre-employment medical exam.

Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and clearances/certifications or their candidacy may end.

Education Requirements:

- A Master's degree in Law or related major and a license to practice law in Tanzania is required.

Please address this factor in your ERA application under Education.

Evaluations:

You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

Qualifications:

Experience:

- Must have at least five (5) years of experience in criminal litigation or legislation, either in a private firm or government. Experience should be related to intellectual property or cybercrime, organized crime, transnational crimes, or money laundering.

Please address this factor in your ERA application under Major Duties and Responsibilities.

Language:

- Level IV (Fluent) Speaking/Reading/Writing and ability to translate English is required. Level IV (Fluent) Speaking/Reading/Writing and ability to translate Kiswahili is required. (*This may be tested*)

Please address this language requirement in your ERA application.

Job Knowledge:

- Must possess extensive knowledge and understanding of the Tanzanian legal system, the East African Community (EAC), and various judicial systems and relevant legislation, current events in politics, legal reform of the EAC and non-EAC countries, including with their codes of criminal law and procedure, specifically in the area of intellectual property, excellent understanding of basic principles of Tanzanian law and structures. Broad knowledge of political and legal leaders and key political, governmental, and law enforcement institutions and hierarchies.

Please address this factor in your ERA application under Major Duties and Responsibilities.

Skills And Abilities:

- Strong legal research and analytical skills, especially electronic research tools (e.g., Lexis, Westlaw), as well as problem solving and planning abilities. The problems to be solved are typical of those which a lawyer working in a private law firm, government agency, or international organization must address on a daily basis – that is, they are highly complex and conceptual, thus requiring a high level of analytical skills and judgment, and they vary considerably but most frequently involve application of international legal norms. Ability to manage overlapping and competing tasks, requiring prioritizing and good time-management skills. Experienced in all aspects of program planning. Strong communications and public speaking skills, services-oriented attitude, excellent interpersonal skills and poise are required. Strong writing skills in Swahili and English are required, including legal terminology. Must be able to render sound judgment and discretion when dealing with senior

government and non-government officials. Must have good computer skills (Word, Excel, Outlook).

Please address this factor in your ERA application under Major Duties and Responsibilities.

Required Documents:

*Please upload **ALL** applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

All Applicants:

- Proof of Citizenship
- Work Permit (if applicable)
- Master's Degree Certificate
- Master's Degree Transcript
- License to practice law in Tanzania

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