

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established in 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Public Relations & Marketing Officer

Reports to: Public Relation & Marketing Manager

Location: Dar es Salaam

Contract Duration: 12-month contract

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ), Public Relations & Marketing Officer's key responsibility is to foster brand awareness and uphold a positive public image for the organization. He/she must have a capability in media management or public representation and relations.

Duties and Responsibilities

1. Public Relations and Marketing Operations

- Support the implementation of public relations and communication activities, including drafting press releases, articles, success stories, and other communication materials.
- Contribute to the preparation of unit annual plans and individual plans and assist in monitoring implementation.
- Coordinate monthly meetings and prepare updates on the status and progress of work.
- Prepare reports, work plans, Budget Request Forms (BRQs), Final Spending Summaries (FSS), and related documentation, ensuring accuracy, compliance, and timely submission for approval.

2. Communication Strategy and Media Relations

- Support the development and implementation of comprehensive communication strategies aligned with organizational goals and objectives.
- Liaise with media houses, journalists, and partners to enhance organizational visibility and positive public image.
- Craft clear, consistent, and compelling messages that communicate the organization's mission, programs, and impact.
- Ensure alignment of all communication materials with organizational branding and communication standards.

3. Campaign, Content, and Visibility Management

- Plan and support the execution of communication and marketing campaigns for projects, events, advocacy initiatives, and fundraising activities.

- Organize messaging and visual representation for campaigns and organizational events.
- Utilize digital platforms and other media channels to maximize campaign reach and engagement.
- Monitor social media trends and contribute to the development of digital communication strategies.

4. Advocacy and Stakeholder Engagement

- Support the management and coordination of advocacy and communication initiatives with partners, civil society organizations, and other stakeholders.
- Facilitate effective information dissemination related to advocacy programs and partnerships.

5. Cross-Departmental Collaboration and Context-Aware Communication

- Collaborate with program, fundraising, and other internal teams to transform field activities and results into effective external communication materials.
- Apply context-sensitive and realistic communication approaches that consider local environments, audiences, and available resources.

6. Strengthening Digital & Visual Communication

- Direct production and management of digital and visual content including SNS, websites, videos, banners, brochures, etc.
- Ability to convey the organization's brand tone and messaging consistently through visual media.

7. Support staff capacity building on basic public relations and marketing skills and perform any other related duties as assigned.

8. Any other related work as may be assigned

Qualification, experiences and competencies

- Bachelor's degree in Public Relations, Marketing, Communications, Journalism, or a related field.
- Minimum 3 years' relevant work experience in Public Relations & Marketing is preferred.
- Experience working with NGOs or development organizations is an added advantage.
- Strong written and verbal communication skills.
- Strong computers skills
- Knowledge of Public Relations, Marketing principles, branding, and digital communication.
- Proficiency in MS Office and basic knowledge of graphic design, photography, or video editing tools.

Other Competencies/Attributes:

- Honesty, integrity, transparency and professionalism.
- Strong interpersonal and coordination skills.
- Self-motivational and organizational skills
- Ability to multi-task, ability to handle pressure well, flexibility, adaptability to transitions
- Ability to follow instructions and work with minimum supervision
- Ability to provide guidance and instructions to new or inexperienced staff
- Excellent written and verbal communication skills
- Strong problem solving, critical thinking and creativity skills.
- Report writing skills.
- Perform other duties as required.

Application Instructions:

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before **02nd January 2026**.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees **(one should be current or previous employer)**.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview; there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested in working with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review the GN Safeguarding Policy.