

KNOWLEDGE MANAGEMENT & COMMUNICATIONS INTERN

About the Organisation

Established in 2004, the Financial Sector Deepening Tanzania (FSDT) is a donor-funded financial sector market facilitator that aims to achieve poverty reduction through a transformative financial sector that offers inclusive and sustainable financial solutions to improve the livelihood, wellbeing, and empowerment of underserved Tanzanians. FSDT's work is guided by the Market Systems Development (MSD) approach, which aims to develop market systems that benefit the poor, offering them capacities and opportunities to improve their lives.

Currently, our main target markets are women and youth, who have been identified as the most financially excluded market segments in the country. FSDT is dedicated to supporting the financial sector in delivering inclusive, quality financial solutions that meet the financial needs of women and youth.

Through FSDT facilitation, we hope to achieve the following changes in the market:

- Improved policies, legal and regulatory frameworks that promote gender equality, as well as economic and financial opportunities for women and youth;
- Improved availability of relevant financial sector infrastructures that will equip the financial sector players and other stakeholders with the ability to meet the needs and aspirations of women and youth.
- Financial service providers developing and scaling innovative and responsive financial solutions/tools for women and youth to promote equality, empowerment, and wellbeing;
- Improved confidence and capability of women and youth to demand and use financial solutions.

About the Internship

FSDT is seeking applications for the position of Knowledge Management and Communications Intern for a period of 6 months.

The Intern will support the FSDT's Program team in Communications and Knowledge Management functions.

Key Responsibilities

1. Knowledge Management:

Work collaboratively with colleagues in the Research & Insights team to maintain an 'insights database' for the organization that will meet the information needs of the identified audiences.

Work hand in hand with the Monitoring and Results Management Manager and the Knowledge Management Specialist to draft:

- Blog articles
- Focus notes
- Policy briefs
- Success stories
- Failure diaries
- Case Studies

2. Communications:

Participate in the implementation of the Communications plan; aiming to drive the widespread dissemination of various Research and Insights as well as Knowledge Management pieces.

- Prepare relevant communications materials (speeches, presentations, project briefs, success stories, human interest etc.).
- Coordinate, organize and participate in conferences, forums, workshops or other events that aim at engaging, advocacy or convening as part of facilitative role of FSDT.
- Work closely with program and Research, Results and Insights team to develop FSDT Data and information hub.
- Collaborate on the development and execution of online content (images, infographics, videos, blogs etc.).

Role Requirements

Education:

- Bachelor's degree in the fields such as economics, finance, business administration, statistics, Mass Communication or other related field.

Essential Experience/Functional Competencies

- At least 1 year's post-graduation experience working in a related role.
- Excellent writing skills, as well as strong analytical ability and strong communication skills.
- Ability to manage workload with minimum supervision and collaborate with program team while meeting deadlines.
- Excellent interpersonal skills i.e ability to listen and collaborate with a wide range of players, being able to work independently, being pro-active and taking initiatives.
- Ability to use MS Excel for managing information and basic analytics.
- Ability to use MS Power Point for developing insightful decks.
- Ability to use MS Word to prepare report, articles etc.
- Ability to use SharePoint for effective collaboration and data storage.
- Ability to use Power BI, Tableau or related data visualization softwares
- Ability to develop infographics.
- Ability to capture and edit good quality photos.
- Strong communication skills in English and Swahili.

Other Competencies:

- Sensitivity to cultural, gender, religion, race, nationality and age differences.
- Highest standards of integrity, discretion and loyalty

Personal Characteristics

Commitment & Drive for Results:

You have values and personal ambitions that are aligned with FSDT's goals to support the financial sector to offer inclusive and sustainable financial solutions. We're looking for someone with a desire to make a personal contribution towards improving livelihoods, wellbeing, resilience and empowerment of Tanzanian women and youth.

Initiative & Decisiveness

You have a strong sense of ownership: taking personal responsibility for work, the impact we are seeking, and the achievement of critical higher-level goals. You are proactive in seeking out information or resources necessary for success, and you're able to overcome problems or obstacles with a 'can-do' attitude.

Learning & Innovation

You continually improve your skills and knowledge and role-model a personal commitment to professional development. You are quick to recognise opportunities or new ideas and make use of them in your own work; and you respond to a new situation, or tough feedback, by learning, adapting and improving.

How to Apply:

Please submit your application via email to vacancy@fsdt.or.tz

Only short-listed candidates will be contacted.

Application Deadline: 30th September 2023

FSDT provides equal employment opportunities (EEO) to all applicants for employment.