


ADVOCACY OFFICER SCOPE OF WORK

Job Title:	ADVOCACY OFFICER-PROGRAMS	
Department:	PROGRAMS	
Budget responsibility	Moderate	
Immediate Superior:	Programs Manager/ED	
Location:	Dar Es Salaam Tanzania	

Introduction:

Health Promotion Tanzania, commonly known as HDT is a local not-for-profit Non-Government Organization (NGO), legally registered in Tanzania, bringing over 10 years of experience in managing Reproductive, Maternal, Newborn and Child Health through community-based and strategically tailored advocacy interventions. Over the past 10 years, HDT has constantly envisioned improve lives of mothers, children, and adolescents through its operation using a result-based human centered approach to plan and implement innovative, community and national level interventions that have proven to yield positive outcomes. Health Promotion’s experience is informed by community experiences through our field-based offices, national level activities through engagement in national policies, and internationally through our partnership in the ACTION Global Health Advocacy Partnership (www.action.org). This blend of experience is not always easy to find among local organization peers.

Our core Values

- Innovative:** Being dynamic and inventive in promoting solutions that address the health needs of our clientele and partners.
- Accountable:** Being accountable in all our undertakings to our partners and stakeholders in the communities in which we build relationships.
- Cost Effective:** Being cost conscious and ensuring that our work adds value to the community that we serve at fair price.
- Respectful:** Being reverent to and acknowledging the diversity of culture and ideas while upholding our philosophy of respect for the equality of human beings and their rights to economic political social and cultural freedom.

Job summary: Being deadline oriented, self-motivated to learn and perform, well -organized, flexible and adaptive. The Advocacy officer will take lead and manage advocacy portfolio of HDT. She/he will also monitor performance, communicate advocacy outcomes through HDT’s website and other social media platforms.

SPECIFIC DUTIES AND RESPONSIBILITIES AND PREREQUISITES.

A: Program management

1. Take lead in the implementation of all advocacy related activities including RMNCAH+N, seamossplus and disease of poverty.
2. Tale led in the production of advocacy plans and reports, particularly on advocacy activities.
3. Assist Programs manager in strategic thinking to devise advocacy strategies and activities for Reproductive, Maternal, Newborn, Child Health and Nutrition and diseases of poverty.
4. Keep and maintain record of advocacy reports, project implementation and/or activity reports, media coverage clippings and/or tapes for sharing and reference.
5. Take lead to identify key advocacy opportunities, partners, platforms, avenues, and networks that are crucial in accelerating program advocacy.

6. Ensure organization of meetings, webinars, seminars, workshops, and training; including development of agenda, coordination of logistics, correspondences, speakers, press and invitee's itinerary as appropriately related to program advocacy activities.
7. Actively participate and represent HDT in various networks and movements to share HDT's work particularly on RMNCAH+N, diseases of poverty and health promotion for non-communicable diseases.

B: Monitoring and evaluation

1. Consolidate and keep record of RMNCAH+N, diseases of poverty including those related to specific RMNCAH+N and diseases of poverty advocacy projects.
2. Conduct regular (quarter and bi-annual) analysis to determine trends of performance across RMNCAH+N, diseases of poverty, NCDs nationally and in the focus regions of implementation.
3. Consolidate and keep up to date RMNCAH+N, diseases of poverty related projects work plan and update implementation progress regularly.

C: Communication and networking

1. Work with ICT to develop RMNCAH+N, disease of poverty, NCDs and other advocacy – related projects updates, quick wins and breaking news for website and social media sharing.
2. Work with ICT in organizing advocacy related media outreach; arrange and safeguard all media contacts, press briefings, and interviews and respond to media inquiries quickly and effectively.
3. Establish and maintain effective relationship with journalists, editors, news reporters and keep them up to date on RMNCAH+N, TB, HIV and other related program success stories, advocacy quick wins and any other related news that is beneficial to the organization and its projects.
4. Actively participate and fully engage in relevant ACTION Global Health Partnership programming and be second contact for Action related programming.

D: Personal specification

1. Medical doctor preferably with postgraduate training in public health, public policy, international health or other related
2. At least five years' experience in public health aspect of development
3. Experience and solid skills in data analysis, political presentation leading to Call To Action
4. Experience or training in Policy and or budget advocacy
5. Experience or exposure on disease of poverty, previous working on Global Health Institutions preferable
6. Excellent analytical and presentation skills
7. Team player, valuable and coherent in emotional intelligence skills

All applications should be sent to info@hdt.or.tz not later than Midnight Monday 22nd September 2025.