



VACANCY ANNOUNCEMENT

Who we are...

Well Told Story (WTS) is a socially-oriented media research and production company based in Kenya and Tanzania and focused on creating social and economic value for young people in Africa. Since we were established in 2009, Well Told Story has developed a set of interlinked and evolving proprietary media all intended to reach and engage young people with important ideas that can benefit their lives. This is centered on Shujaaz, an on-going multi-media communications platform encompassing monthly comic books, daily syndicated radio shows, SMS, online, video, national TV and activations that has reached more than 69% of Kenyans and 30% of Tanzanians aged 15-24, won two International Emmy Awards.

Well Told Story is looking for a committed and dynamic individual to take up the following position:

Position Title:	Networks Assistant
Department / Section:	Networks
Role Purpose: Reporting to the Networks Coordinator, the Networks Assistant will help to oversee the distribution of comic magazines as well as engage with youthful Tanzanians through our superfan network – a network for young people helping us to distribute the Shujaaz media across the country.	
Key Responsibilities:	
<ul style="list-style-type: none">• To communicate with, excite and engage youthful Tanzanians as our Superfan network in line with our projects, focusing on our network's strategy.• To keep an updated version of the database of our own Shujaaz Superfan Distributor network and Coca-Cola Depots.• To learn how to use Echo mobile and to engage with distributors on SMS, encouraging them to distribute the comic to Tanzanian youth and become loyal supporters of Shujaaz.• To send out simple sms surveys using the Echo mobile platform reminding superfans to pick up the comics from Core-Superfans.• Ensure superfan network is built and engaged• Expanding the Bus route networks to more rural routes and run #bus on the comics to track the comics if they got out to our fans.• Expanding the Club networks by regular visiting to different clubs that we are currently distributing with and also look out for other organization which have clubs and try to engage them as well.• Ensure that comics are distributed in a timely fashion across all distribution partners and that these are monitored on a monthly basis• Walk the street on last Saturday of the month and do the spot checking to Mwanaspoti vendors if they have Shujaaz comics inserted inside Mwanaspoti newspaper and Incentives them.• Regular checks across Tanzania and Making sure our network is up and running in an effective way, explore more opportunity in terms of distribution and Coca-Cola depot checks if they distribute the comics effectively manner.• Incentives all of our Distribution partners with Merchandise after every 4 months (Coca-Cola, Mwanaspoti, Clubs, Superfans, Bus routes)• Compile sms feedback from distributors into the monthly Networks report.	

- Follow up the distribution of comic to Coke retailers and Mwanaspoti newspaper vendors and provide the report on the progress, through Echo mobile, WhatsApp, phone calls etc.
- Provide logistics assistance to various Shujaaz projects happening in Dar es Salaam and elsewhere around the country as instructed by the team e.g. assist to distribute t-shirts and other prizes to winners of Shujaaz competitions, including taking photos as a record.
- Deliver on other assignments as asked by the Research and Distribution manager or the Country Manager.
- Ensure that each month distribution points and digital platforms are advertised in the comic, radio, and across all social media. Comic checklist, radio shows.
- Competition and engagement: Creating quarter competition to Superfans
- Attend major events (SabaSaba, Nane Nane, Ea Cup, Youth Event, Fiesta, Nyama Choma) – utilize events to direct fans to digital platforms.

Essential role related knowledge : skills, qualifications and experience

- Holder of Bachelor degree or Diploma from any recognized university or college.
- Exceptional computer skills in Microsoft Office and especially excel, proficiency in the use of social media platforms
- Must have good communication skills
- Must have good command of both spoken and written English and Swahili
- Training or on job experience in public relations, marketing or customer service is an added advantage.

Competencies

- **Behave Ethically:** Understand ethical behaviour and business practices and consistent with the standards and aligned with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

APPLICATION PROCEDURE:

Interested candidates who meet the above required qualifications and experience should submit a Cover Letter and detailed Curriculum Vitae (CV) listing three professional references (including a recent supervisor) to jobstz@shujaaz.com on or before **17th February 2019**.

The email subject line must clearly show the job title that you are applying for.

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

NB: We do not charge any fees at any stage of the recruitment.