

**Job Title: Communications Intern**  
**Department: Programs**  
**Reports To: Communications Officer**  
**Location: Arusha at TAHA Headquarters Office**

**Introduction:**

TAHA is an apex private sector member-based organization mandated to develop and promote horticulture (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania. TAHA's goal is to improve the growth and competitiveness of horticultural industry in the country for social and economic gains. TAHA is a unified voicing platform for Tanzania horticulture, representing farmers at all levels, processors, exporters and service providers in the horticultural industry in Tanzania.

**Job Summary:**

We are seeking a highly motivated and creative **Communications Intern** to support our communications departmental activities. The ideal candidate will assist in the creation and distribution of communication materials, support event organization, conduct research, and ensure timely follow-up on approvals. This role requires excellent communication skills, proficiency in design software and social media, and a strong interest in public relations or a related field.

**Key Responsibilities:**

- Assist in the creation and distribution of various communication materials, including press releases, social media content, and newsletters.
- Support the organization of internal and external events, including logistics and promotion.
- Conduct research and analysis on relevant industry trends and media coverage to inform communication strategies.
- Follow up on all communication approvals (PRs, Vendor's Payments, Budget approvals) to ensure timely processing.
- Assist in maintaining and updating media lists and contact databases.
- Monitor social media channels for industry trends and competitor activity.
- Support the Communications team with administrative tasks as needed.
- Assist with other tasks as assigned by the Communications Officer.

**Ideal Candidate:**

- A fluent communicator with excellent written and verbal skills.
- Proficient in design software (e.g., Adobe Creative Suite) and social media platforms.
- Proficient in photography and videography.
- A keen interest in public relations, journalism, or a related field.
- A proactive, timely, and organized individual with a strong work ethic.
- Ability to work independently and as part of a team.
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- Strong teamwork and collaboration skills.
- Flexibility and adaptability in a dynamic environment.
- Willingness to learn and grow in the field of Communications.
- Proactive, detail-oriented, and self-motivated.
- Ability to handle multiple tasks efficiently and meet deadlines.

**Qualifications:**

- Skills in Communications, Public Relations, Journalism, or a related field preferred.
- Experience with social media management and content creation.
- Familiarity with design software (e.g., Adobe Creative Suite) is a plus.
- Excellent organizational and time-management skills.

**How to Apply:**

Interested candidates should submit the following to **recruitment@taha.or.tz** by **28th February 2025**:

- A current resume.
- A cover letter detailing why you are interested in this internship and how your experience aligns with the responsibilities outlined in the job description.
- Relevant academic certificates. (Diploma to bachelor's degree)

TAHA is an equal opportunity employer and is committed to fostering an inclusive work environment. We encourage applications from all qualified individuals, regardless of race, gender, disability, or background. All applicants are welcome.