

Contact Details

+255 745 873 469

hopejoshua280@gmail.com

Core Skills

- Organisation
- Leadership
- Creativity
- Analysis
- Flexibility
- Presentation
- Problem solving
- Communications

Professional Profile

With a diverse career encompassing roles such as Public Relations Officer at a District council and Sub Editor at a prominent university newspaper, I've demonstrated versatile skills in communication and journalism. As a Public Relations Officer, I excelled in media engagement, content creation for varied campaigns, and successful event coordination, significantly enhancing organizational reputation. Achievements include managing media relations adeptly, executing impactful promotional events, and ensuring accurate information dissemination through website management. Transitioning to Sub Editor, I showcased proficiency in text composition, house style adherence, and rigorous fact-checking, maintaining the newspaper's credibility. My pivotal role in crafting compelling headlines, thorough proofreading, and seamless collaboration within the editorial team underscored my commitment to delivering high-quality, error-free content.

Career Summary

Jul 2019 - Jan 2023

**Bukombe District Council
Public Relations Officer**

Key Responsibilities

- **Project Visits:** Attend district commissioner's project visits to ensure effective communication and coordination.
- **Content Creation:** Develop content for public relations campaigns, including press releases, social media posts, presentations, and flyers.
- **Media Liaison:** Disseminate information to the media and collaborate with traditional and digital publications to enhance the organizational reputation.
- **Event Supervision:** Supervise and participate in promotional events, such as press conferences, tours, exhibitions, and visits, ensuring successful execution.
- **Development Project Attendance:** Attend development projects within the district to stay informed and contribute to communication efforts.
- **News Writing:** Engage in news writing activities, contributing to media coverage and storytelling about the Council's initiatives.
- **Photojournalism:** Capture and utilize photojournalism skills to visually document events and activities for media and promotional purposes.
- **Website Management:** Maintain and update information on the Council's website to ensure accurate and timely dissemination of information.
- **Stakeholder Engagement:** Foster positive relationships with stakeholders, both internal and external, to strengthen community ties.
- **Communication Strategy:** Contribute to the development and implementation of effective communication strategies for the Council.

Key Achievements

- **Effective Media Engagement:** Successfully managed media relations by creating compelling content, disseminating information, and collaborating with various publications, contributing to the enhancement of the organizational reputation.
- **Event Coordination and Supervision:** Demonstrated strong event coordination and supervision skills by overseeing various promotional events, including press conferences, tours, exhibitions, and visits. This resulted in the successful execution of events that positively impacted the Council's public image.
- **Website Management and Information Dissemination:** Efficiently maintained and updated information on the Council's website, ensuring accurate and timely dissemination of information to the public. This contributed to transparent communication and increased accessibility of information about the Council's activities and projects.

Oct 2018 - Jul 2019

**The SAUT Times Newspaper
Sub Editor**

Key Responsibilities

- **Text Composition and Enhancement:** Engaged in the process of writing, rewriting, and editing text to ensure clarity, coherence, and overall improvement of content, maintaining a high standard of quality for publication.
- **House Style Adherence:** Ensured strict adherence to the newspaper's 'house style' guidelines, maintaining consistency in language, formatting, and other stylistic elements to uphold the publication's identity.
- **Fact-Checking and Accuracy:** Rigorously verified information and ensured factual accuracy in all content, playing a crucial role in maintaining the newspaper's credibility and reliability.
- **Headline and Caption Creation:** Crafted engaging headlines, picture captions, and story summaries to capture reader attention and convey the essence of the stories effectively.
- **Proofreading Expertise:** Conducted thorough proofreading to eliminate grammatical errors, typos, and other language-related issues, guaranteeing a polished and error-free final product.
- **Editing Official Communications:** Edited reports and press releases with meticulous attention to detail, ensuring clarity, coherence, and error-free communication of official information to the readership.
- **Collaboration with Editorial Team:** Collaborated closely with journalists, reporters, and other editors, fostering effective communication and coordination to maintain a cohesive and high-quality editorial process.
- **Quality Control:** Maintained stringent quality control measures to ensure that the final published content met the newspaper's standards and reflected positively on the university's communication.
- **Typing Error Elimination:** Ensured the absence of typing errors in all published material, demonstrating a commitment to delivering polished and professional content to the readership.
- **Information Verification:** Played a crucial role in the verification of information and story details, contributing to the accuracy and reliability of the newspaper's content while upholding journalistic integrity.

Education

- **Bachelor of Arts in Mass Communication** | St. Augustine University of Tanzania | Oct 2016 - Oct 2019
- **Advanced Certificate of Secondary Education Examination** | Isimila Secondary School | Feb 2014 - Apr 2016
- **Certificate of Secondary Education Examination (CSEE)** | Winam Career Secondary School | Jan 2010 - Oct 2013

Additional

Languages

English, Swahili

Software

Microsoft office, Outlook, Google Mail, Microsoft Windows , SPSS, Adobe Photoshop, Premier Pro , Adobe Audition

References

1. Boazi.L.Mazigo
Acting Head of Government Communication's Unit
Mobile:+255 763 245 259
Email:mazigob@gmail.com
2. Mr.Ansigar .W.Kyejo
Statician
KIBAHA Education Centre (KEC)
Mobile: +255 784 221 828
Email:ansykyejo@gmail.com
3. Dr.Peter.C.Mataba
Head of Department (H.O.D)
SAUT University
Department of Journalism and Mass Communication
Mobile: +255 766 609 073
Email:petercmataba@gmail.com