



**EXPRESSION OF INTEREST: ANNUAL REPORT WRITER
LOCATION: DORIS MOLLEL FOUNDATION, TANZANIA.**

About the Organization

Doris Mollel Foundation (DMF) is a Non-Profit Organization registered under the laws of Tanzania (Registration No. 00NGO/R2/00079). DMF is dedicated to ending maternal and newborn deaths and advancing adolescent reproductive health in East Africa. Through improving neonatal care, advocating for better maternal and newborn health policies, and promoting adolescent reproductive health and well-being, DMF works to strengthen healthcare delivery and overall well-being in Tanzania and beyond.

Overall Purpose of the Job:

DMF is seeking to engage a consultant to write the DMF 2025 Annual report which covers major activities undertaken in 2025 across the organisation along with key statistical data. The assignment includes providing a strong, visually appealing and dynamic graphic layout of the 12 page report, capturing DMF's brand and essence.

Qualifications and Experience

The consultant should have:

- University degree in the Humanities, Social Sciences or field relevant to the work
- Proven experience in report writing evidenced by at least one sample of work
- Demonstrated research skills and excellent writing skills in English
- Knowledge of maternal and child health, advocacy, adolescent reproductive health and well-being in Africa is essential; experience of producing reports for African women's organisations is a plus
- Excellent interpersonal skills and flexible attitude
- Proven ability to work to tight deadlines
- Commitment to DMF's values of Empowerment, Respect, Inclusion, Commitment and Achievement

How to Apply

For submission or application: You should fill this form <https://forms.gle/p9Naactt1DHAD1MN9> or send to careers@dorismollelfoundation.org

Deadline for submission: Submissions must be received no later than 20th April 2026

Equal Opportunity and Safeguarding Statement

DMF is an equal opportunity employer and values diversity. The Foundation is committed to safeguarding principles in the workplace and will not tolerate any form of abuse, regardless of where it occurs or who is responsible.

Released by: Head of Programs and Operations, Doris Mollel Foundation

Date: 14th April 2026