



FOR WOMN'S HUMAN RIGHTS

Position Title	Communications & Media Engagement Senior Programme Officer- Re- Advertisement
Department	Partnerships & Development
Position Location	Incumbent's African Country of Residency
Reporting to	Director Partnerships & Development
Type of Contract	3 years fixed term
Start Date	2 May 2022
Vacancy Announcement Date	21 March 2022
Applications Deadline	Open Until Filled

Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and womn's human rights pan-African Fund, registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi-Kenya, Kampala-Uganda and Addis Ababa-Ethiopia; North Africa: Cairo-Egypt; Central Africa: Bujumbura- Burundi; Southern Africa: Harare-Zimbabwe, Lilongwe-Malawi, Antananarivo, Madagascar, Johannesburg & Capetown-South Africa, Francistown-Botswana; and West Africa: Benue State -Nigeria and Parakou-Benin and Yaoundé and Doula Cameroon and Lome, Togo. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant making mechanism to support unanticipated, time sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

Position Overview

The purpose of the position is to support the Fund in raising its visibility through deployment of various communications tools, development of communications materials, and liaising with media and service providers.

Description of Duties

Internal:

- With full understanding of UAF-Africa's core business, the Officer produces stories, case-studies, news briefings, annual reports, newsletters, grant related articles and other relevant write-ups in English for various fora provided under communications framework.
- Lead in the development of gender sensitive tools for communications, knowledge management, and public and donor relations.

- The candidate's style of writing should be reader friendly as well as professional.
- Keep abreast of latest tools and trends in social media and strategic communications while deploying appropriate measures as necessary to reach out to wider audiences.
- The Officer is responsible for developing media, communications, and publication strategies.
- Provide organisation-wide communications support such as editing, drafting and proof reading of all communications.
- Develop standard operating procedures and guidelines for media coordination, placements, press conferences, convenings and media appearances for UAF-Africa staff, board, and grantees where need be.
- Work with external service providers to coordinate media productions including audio-visuals, illustrations, and graphic designs.
- Grant Making Committee- is part of the grant making committee.
- Provide coaching to other UAF-Africa staff on the latest trends and tools of social media, communications, and media engagement as necessary.
- Work as part of communications working groups with UAF-Africa feminist consortia and the UAF-Africa Sister Funds communications team.
- Perform other Fund's programming tasks as required from time to time.

External:

- Translators - oversee translation of UAF-Africa IEC materials into French, Swahili, Portuguese, and Arabic.
- Stakeholders - works with various stakeholders in the field on collaborative issues while maintaining an updated list of key constituencies and partners.
- Utilize UAF-Africa's social media platforms to keep the Fund's online community informed about our work, events, and topical discussions.
- Consultants- works with web developers to upgrade and improve content and design of UAF-Africa website. Works with designers on UAF-Africa branding of IEC materials.
- Works with videographers and documentary producers to produce and orient UAF- Africa's audio-visual material.
- Media personnel- works with various print and electronic media personnel to spotlight UAF-Africa's activities.
- Develop and implement the Fund's brand strategy and manage the public image of UAF-Africa.

Qualifications

- Master's degree in social sciences - Gender Studies, Sociology, Social Psychology, Development Studies, and any other related disciplines with a focus on Communications & Media.

Key Skills

- Over 5 years' experience working on human/ womn's rights and or in communications in private sector or other sectors of the economy.
- Demonstrated communications, publishing and knowledge management skills and the ability to multitask using various media techniques.
- Sound Information Technology (IT) and media skills.

- Must be a feminist with contextual knowledge of the women's rights situation on the African continent and commit to adhering to individual and organisational feminist principles and values.
- The candidate must have excellent time management skills, enabling them to work quickly and efficiently under pressure especially when facing tight deadlines.
- Ability to work both independently and as a member of a team while able to set own work plan, meet deadlines and balance competing priorities.
- Must have outstanding oral and written skills in English. Working knowledge of French, Swahili, Portuguese and Arabic will be an added advantage.
- Officer should have valid travel documents and be able to travel on short notice.

Desired Competencies

- Communications, knowledge management, public relations and conceptualization skills and ability to network widely.
- Demonstrating consistency in upholding and promoting the values of UAF-Africa.
- Cultural sensitivity / valuing diversity: demonstrating an appreciation of the multicultural nature of the organisation and the diversity of its staff.
- Demonstrating an international outlook and has ability to build effective teams.
- Communicating information and ideas: creating and promoting an enabling environment for open communication.
- Continuous Learning: sharing research findings across the organisation and building a culture of knowledge sharing and learning.

Work Environment

This is a regional position that involves some national, regional, and international travel. UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. To build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees.

How to Apply

Candidates interested in applying for this role need to register on UAF-Africa website & apply for this role using the below link:

<http://uafahrrec.peopleshr.com/>

No phone calls please.