



## **COMMUNICATION ASSISTANT**

**Duration of Contract: 1 year**

**Reports to: The Secretary General**

**Ref: 020/2017**

**Position Summary:** Documentation and ensuring branding and compliance issues related to internal and external communication are adhered to. Prepare reports, project briefs, technical briefs and communication materials as required. Responsible for relevant social media management and website content management.

### **Key Responsibilities:**

- Edit and proof-read all communication materials before they go out for print and ensure effective dissemination of all materials based on strategic dissemination plans
- Formulate Quarterly Newsletters, annual reports for the PACJA project in consultation with the Knowledge Management Officer. Budgeting for the communication and documentation activity along with a detailed work plan with timelines.
- . Data Management of all communication activities as well as organized concurrent evaluation to understand the impact of the activities carried out by the programme/ project teams
- Monthly and programmatically submit reports and provide weekly updates. Ensure the baselines are understood and required analysis is made.

### **Required Skills and Qualifications**

- Bachelors in Communication, Journalism, or any other relevant studies.
- Punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.
- Fluency in written and spoken English. Knowledge of French is desirable.
- 3 years of experience in developing communication aids, strategy development, documenting projects.
- Demonstrated high-quality writing, editing, and proof reading skills.
- Desirable Knowledge of networking desirable