



FOR WOMEN'S HUMAN RIGHTS

Vacancy Announcement Date: 16th November 2016

Open until filled

Communications & Knowledge Management Programme Officer

Urgent Action Fund-Africa (UAF-Africa), is a consciously feminist and women's human rights pan-African Fund, registered in Nairobi, Kenya. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's four sub-regions- in East Africa: Nairobi, Kenya; North Africa: Cairo, Egypt; Central Africa: Bujumbura, Burundi and Southern Africa: Harare, Zimbabwe. 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 and environmental justice, natural resources governance, conflict transformation and justice processes while protecting women's personhood, integrity and rights.

UAF-Africa seeks a Communications & Knowledge Management Programme Officer who will translate UAF-Africa's strategic plans into effective social justice initiatives and results. Guided by feminist principles and values, the Fund advocates for gender equality, not only as a matter of human rights, but also as a fundamental prerequisite for social change, global security, and sustainable peace. In addition to her core business of Rapid Response Grant making, UAF-Africa also runs alliance building and advocacy initiatives in collaboration with other national, regional and international social justice organisations.

COMMUNICATIONS & KNOWLEDGE MANAGEMENT PROGRAMME OFFICER

Description of Duties

Internal:

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

- The Officer will draft/edit and distribute widely and strategically UAF-Africa's grant making programme documents on lessons learnt and best practices through various communication channels;
- 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 a wider audience;
- Provide training to other UAF-Africa staff on the latest trends and tools of social media, strategic communications and knowledge management as necessary;
- Develop and update UAF-Africa's annual reports, institutional brochure, fact sheets, and website among other products;
- Advises management on all media, strategic communication and publication strategies;
- Provide communication support such as editing, drafting and proof reading of all communications;
- Contribute towards the development of donor proposals and reports for resource mobilization;
- The candidate will be part of the grant making committee;
- Interns- select and orient interns into the programme whilst sharing knowledge and information about the Fund;
- Develop standard operating procedures and guidelines for media coordination, media events, advert and story placements, press conferences, convenings and media appearances for UAF-Africa staff, board and grantees as deemed necessary.

External:

- Translators—oversee translation of UAF-Africa IEC materials into French, Swahili, Portuguese and Arabic;
- Stakeholders- works with various like-minded stakeholders in the field on collaborative issues and maintain an updated list of key constituencies and partners;
- Implement the brand strategy and manage the public image of UAF-Africa;
- Utilize UAF-Africa's social media platforms to keep our constituencies informed about our work, events, hot topical issues among other important discussions;
- Constantly monitor media coverage on issues that are of interest to the Fund and her constituencies;
- Based on multi-media analysis make recommendations to management on key issues to prioritise and advance;
- Consultants- works with web developers and artists to upgrade and improve content and design of UAF- Africa website. Works with designers and artists 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 and impact;
- Perform other programming tasks as required by the Executive Director.

Qualifications

- Advanced degree in Communications and or Social sciences - Gender Studies, Sociology, Social Psychology, Development Studies, Knowledge Management and any other related disciplines with a strong focus on Communications and or Journalism.

Key Skills

- Over 5 years' experience working on human/women's rights and or in communications in the 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 multi-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. Must be able to set own work plan, meet deadlines and balance competing priorities;
- Must have outstanding oral and written skills in English. Knowledge of **FRENCH** is an added advantage;
- Officer should have valid travel documents and must be able to travel regionally and internationally on short notice.

Desired Competencies:

- Communications, knowledge management, public relations and conceptualization skills and ability to network widely;
- Demonstrated consistency in upholding and promoting feminist values and principles;
- Cultural sensitivity/valuing diversity: demonstrating an appreciation of the multicultural nature of the organisation and the diversity of its constituencies, staff and board;
- Demonstrating an international outlook and has ability to work in a fluid environment with dispersed team members;
- Continuous learning: sharing research findings, innovative ideas about communications and knowledge management across the organisation and building a culture of knowledge sharing and learning across the African women's rights movement;
- Working knowledge of feminist and women's rights activists, organisations and movements;
- Ability to interface sensitively with people from various social, economic, political, cultural and religious backgrounds;
- An appreciation of gender equality and women's rights issues, particularly in conflict and fragile political African settings.

Work Environment

- This is a regional position (African Region) that involves extensive international travel;
- African women are strongly encouraged to apply;
- The selected candidate will be expected to work from their home country, in Africa.

How to apply

Applicants fulfilling the above-mentioned requirements should submit their application together with a detailed CV and all relevant attachments via email to: jobs@urgentactionfund-africa.or.ke with the subject line **Communications & Knowledge Management Programme Officer**. UAF-Africa will only respond to candidates who are short-listed for interviews.