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| **Job Title** | Communications Officer |
| **Reporting requirements** | Coordinator |
| **Duty station** | Kigali, Rwanda |
| **Purpose of Position** | To support the ADF Secretariat to outreach through social media audiences and other stakeholders (civil society and government institutions, media, international audiences)  To support the writing of reports / proposals and any other documents that are required by the ADF in both French and English |
| **Main Responsibilities and Deliverables** | Overview of Responsibilities   * Internal and external representation of ADF values, vision and mission statements and programme information relevant to external audiences, key stakeholders, boundary and strategic partners (for example: the media) * Any other work duties that may be assigned by the Coordinator   Specific Responsibilities   * Update daily ADF Social Media profiles * Management of organising storage of files and other documents pertaining to the ADF   Technical support   * Production of slide show presentations and/ or graphics for reports   Overview of Responsibilities  Communications   * Content support to Social Media platforms * Design support to reports and publications * Graphics support * Photography of events/ activities   Specific responsibilities   * Post-events: create quotations for use on social media reflecting topics important to ADF * Editing of articles to be used on organisational website and other publications * Publication of ADF online newsletter Africa Democracy in Focus * Graphic design for various other organisational reports   Organisational Learning and Capacity Building  As part of our commitment to organisational learning and in support of understanding that learning organizations are more effective, efficient and relevant to the communities they serve. ADF expects all staff members to commit 5% of their time to learning activities, through providing training and presentations that benefit and build the capacity of the African Democracy Forum staff as well as themselves.  Administrative  As part of the office team, assist in general administrative duties. This may include making phone calls, sending invites and on-line publications to ADF stakeholders (local and international partners, civil society organisations, Government agencies, donors, local and international academics and other potential supporters); host visitors, support interns and volunteers. Being tasked to support key large organisational events. |
| **Accountabilities** | Under the guidance of the Coordinator, to be responsible to provide Technical and Content Support to ADF |
| **Behavioural Competencies** | **Organisational Awareness**  Understands how their job contributes and delivers ADF vision, mission and goals in accordance with ADF values and the organisational strategic plan  **Planning and Delivery of Work**  Thinks ahead, managing time, priorities and risks, and developing structured and efficient approaches to deliver work on time and to a high standard  **Decision-making**  Considers the information that is available, identifies options and makes timely decisions  **Working with Others**  Takes responsibility to build and maintain positive relationships and value the opinion of others  **Team Building**  Works in a participatory and inclusive manner to encourage team support of one another, mentoring, coaching and accompaniment  **Communicating and Influencing others**  Presents information and ideas clearly and convincingly, ensuring that messages are understood; and that others see ADF as credible and engage with the organisation  **Managing Change**  Is able to be flexible to sustain performance when situations change, workload increases and priorities shift |
| **PERSON SPECIFICATION**  **Qualification**  **Professional Experience, Knowledge and Skills** | Minimum Qualifications: Undergraduate in Communication / Journalism or other related field   * Excellent skills specifically (both French and English) * Proficient user of social media platforms (Facebook, Twitter, LinkedIn etc.) * Excellent Microsoft skills of latest application (Word, Excel, Power point) * Experience working in a NGO set-up * Understanding of Human Rights and democracy in Africa and the world in general * Excellent presentation and report writing skills * Effective communication and interaction with employees, clients, and colleagues and the ability to work effectively with all levels of the organization * Ability to work and think independently and ensuring the meeting of deadlines * Ability to balance multiple tasks with changing priorities * Strong organizational skills and excellent attention to detail * Excellent communication and interpersonal skills, both verbal and written |
| **How to apply** | Please send CV; Cover letter and 3 references along with academic record in pdf format:  Email: [africadf.secretariat@gmail.com](mailto:africadf.secretariat@gmail.com)  Completed applications should be received no later than 23 November 2017 at 17h00. |