



## **Vacancy Announcement**

The West Africa Civil Society Institute (WACSI) was established to build the institutional and operational capacity of civil society in West Africa, through knowledge management, capacity development and policy influencing. WACSI seeks a committed, motivated and dynamic person to join its team in contributing to enhancing civil society's efficiency and effectiveness in West Africa. The Officer will undertake activities that seek to strengthen the institutional and operational capacity of civil society organisations (CSOs).

Applications are invited from suitably qualified persons for this position:

### **Programme Officer, Communications and Information**

#### **Overall Responsibilities**

Work closely with the Head of Knowledge Management and Communications to support the Executive Director to implement the Institute's communications and information related activities to improve the visibility of the organisation and highlight its impact.

#### **Key Performance Areas**

- Support in the implementation of the Institute's communication strategy.
- Support the development and marketing of the WACSI brand.
- Work in close collaboration with all units to deliver on the communication strategy.
- Liaise with media/ journalists, through follow up calls, response to journalists' requests, build relationships with journalists, facilitate media interviews and monitor media coverage of programmes.
- Support in development of publications (e-newsletters, programme quarterly reports, annual reports, policy briefs, etc.).
- Establish a continuous data collection process on civil society organisations in West Africa.
- Identify, acquire, process and disseminate information to partners and other stakeholders.
- Conduct information audits.

- Support the development and management of electronic resources using, online databases and content management systems.
- Manage Institute's website to fully represent the Institute's work.
- Write and edit reports, publications and the website content.
- Support the development and management of internal information resources and networks via intranet sites.
- Periodically document information on the Institute's impact.
- Oversee the management of the Institute's social media platforms (Facebook, Twitter, LinkedIn, Google+, YouTube).
- Edit videos on WACSI's programmes.
- Support the development of new information systems.
- Provide user education via leaflets, websites and tours of the resource centre.
- Support the development of specific curriculum and facilitate trainings for civil society organisations on communication.
- Support in providing training and advice to colleagues and partners on communication and information skills and strategies.
- Perform any other duties assigned by the Executive Director.

#### **Educational Qualification & Experience:**

- Minimum of a Bachelor's degree in international relations, journalism, political science, public relations, development communication, graphic design or other relevant social sciences is required (interested candidates without the minimum academic qualification should have at least 5 years of work experience in the field of communications within non-governmental organisations;
- 1-3 years relevant experience working in the non-governmental sector.
- Previous working experience in communications and knowledge management in West Africa is highly desirable.

#### **Key Requirements**

- Bilingual language skills (French and English).
- Excellent communication skills (perfect verbal and written skills), synthetic minded, highly organised and resourceful.
- Good knowledge of the media and publication world.
- Ability to research, establish and maintain relationships with journalists/members/public officials.
- High computer literacy with strong working knowledge of Windows Office Software.
- Flexibility, ability to multitask, detail-orientated and positive.
- Exercise initiative and meet strict deadlines with the ability to prioritise.
- Enthusiastic team player and excellent people's skills.
- Demonstrate ability to solve problems, focused, available and flexible.
- Ability to work in a diverse team.
- Ability to communicate complex information in a simple manner to multiple audience.
- Good knowledge and experience in writing and editing clear and persuasive copy in plain English for a varied audience.

- Experience of publishing to intranets.

Interested applicants must submit their application which should include the following documents to [recruitment@wacsi.org](mailto:recruitment@wacsi.org).

- i. A motivation letter stating why you they are the best fit for this position
- ii. A Curriculum Vitae/Resume
- iii. At least three (3) samples of designed materials which should include either one (1) flier, one (1) paper, book or annual report, (1) designed infographic (submissions that show proof of mastery of English and French languages will be a plus)
- iv. Links to at least 1 samples of published videos on YouTube or vimeo
- v. Link to a Facebook page you manage
- vi. Link to a Twitter account you manage
- vii. Links to 2 blog articles
- viii. 2 Referees (One from any of your employers and the other from an end user [someone who has consumed your work]).

**Closing date for submission of all applications is 10 September 2020 at 17:00 UTC.**

**WACSI is an equal opportunity employer**