**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job title** | Communications Officer |
| **Reports to** | Program Manager |
| **Management responsibility**  | Media, External Freelancers and Vendors, Occasional Consultants, Interns and Volunteers  |
| **Job location** | Abuja |
| **Contract duration**  | 12 months  |
| **Employment status** | Fixed term  |

|  |
| --- |
| **Job purpose** |
| The postholder plays an important role in ensuring International Alert’s communications in Nigeria, meet our key objectives and reach our target audiences. In particular, the postholder has responsibility for managing the production and dissemination of a variety of communications content by the team, including publications, videos, photo stories and impact stories, and supporting the delivery of events.Using sound communications principles, the Communications Officer produces content and materials that meet the needs of our audiences, comply with our branding and quality standards, and follow dissemination plans. |
| **Duties and responsibilities** |
| **Content production*** Project manage the production and dissemination of communications content by the team, including publications, blogs, videos, photo stories, impact stories, etc.
* Write, edit and publish engaging content that demonstrates the impact of and need for our work.
* Ensure the information about our team is kept up to date on the Alert website.
* Coordinate with and update the global Advocacy and Communications team on upcoming communications projects and outputs.

**Social media*** Manage the country team’s social media presence and engagement to ensure our communications are on message, on brand and reach our target audiences.

**Media relations*** Monitor media and social media coverage of our work and inform the country team and global Advocacy and Communications team of relevant stories.
* Coordinate responses to media enquiries and solicit opportunities for coverage where appropriate.

**Event coordination*** Assist the team with the planning, coordination and running of events to promote our work, including liaising with partners and donors.
* Coordinate the promotion of events via email, social media and other means.

**Quality control and branding*** Ensure communications outputs comply with Alert’s brand identity and quality standards.
* Carry out training/capacity-building for the team on communications skills as and when required.

**Vendor relations*** Manage and liaise with external vendors, including editors, translators, graphic designers, printers, photographers, videographers, etc.
* Follow the necessary donor and organisational procurement procedures when working with external vendors, including obtaining cost estimates.

**Contributing to the effective working of the team and to Alert generally*** Provide communications advice and direction to the team.
* Contribute to team-wide communications and knowledge management.
* Participate in organisation-wide events and discussions on related topics/projects as and when required.
* Any other tasks as may be reasonably required.
 |
| **Travel requirements** |
| Position will be based in Abuja with regular field visits.  |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

|  |
| --- |
| **Talents**  |
| At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to have a talent for presenting complex ideas in a clear, engaging and accessible way. First, you will need to have a feel for language, a passion for expressing complex messages in a clear and accessible way, and an ability to get to the essence of confused and confusing passages of text. We think you are probably a person who finds pleasure in straightening language out.Second, this post requires a talent for managing a lot of detail while at the same time seeing the big picture of how we want to communicate, about what and to whom, with the confidence and knowledge to be creative with the media and tools at hand. In practice, this means managing a workload that, all at the same time, will include numerous projects, managing supplier relationships including negotiating the best price for the job, and working with the team to find resourceful and innovative ways for communicating their messages effectively. |

**ESSENTIAL REQUIREMENTS**

|  |
| --- |
| Excellent writing, editing and proofreading skills in English |
| Experience writing for a variety of audiences and channels |
| Experience managing communications projects (e.g. publications, events, campaigns, etc.)  |
| Experience using digital communications (e.g. websites, social media, etc.) to promote work |
| Experience following and implementing brand and house style guides |
| Excellent organisational, time management and prioritisation skills |
| An ability to work independently |
| Strong interpersonal skills and an ability to work with different and diverse teams |

**DESIRABLE REQUIREMENTS**

|  |
| --- |
| Experience in coordinating the production of publications |
| Experience in events logistics and coordination |
| Experience in managing freelancers and suppliers |
| Experience producing visual communications (e.g. photography, infographics, videos, etc.) |
| Experience using content management systems |
| Knowledge of webinar tools (preferably Zoom) |
| Knowledge of design software (e.g. Canva, InDesign, Photoshop, etc.) |