



## UNIVERSITY OF NAIROBI

### EXTERNAL JOB VACANCY (PROJECT POSITION)

Applications are invited for the following position:

#### **COMMUNICATIONS OFFICER - USAID FAHARI YA JAMII PROGRAM - AD/11/263/23, 1 POST**

##### **The Project**

The University of Nairobi is implementing a United States Agency for International Development (USAID) project (USAID Fahari ya Jamii) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties. To successfully implement, the project seeks to competitively fill the above position:

##### **The Position**

This is a fulltime position based in Kajiado.

##### **Job Summary**

The Communications Officer will provide essential support to the Communications Lead in executing the project's communication strategy. This role involves active participation in various communication tasks, including content creation, event coordination, media engagement, and dissemination of project achievements. The incumbent will collaborate with project teams, partners, and stakeholders to enhance the project's visibility and impact through effective communication efforts.

##### **Duties and responsibilities**

Specifically, the Communications Officer will perform the following job duties:

- Assist the Communications Lead in supporting strategic communication tasks, such as the development and production of information products and publications, event coverage, fieldwork, photography, social media management, and writing.
- Solicit project information in coordination with program staff to gather information for writing programmatic communications including manuals, graphics, articles, success, and impact stories that offer analytical storytelling; document best practices, human interest stories and work with project team leads, advisors and specialists to refine the stories for publication
- Support the creation, finalization, and distribution of written products, including reports, updates, success stories ensuring compliance with branding, and marking guidelines.
- Work closely with the program teams on the design and production of patient literacy materials, and update project profiles for maximum impact.

- Support the creation of valuable content (case studies, one pagers, short videos, tweets, Facebook, and LinkedIn posts etc.) to disseminate learning and results to different stakeholders (USAID, implementing partners, county governments etc).
- Support sub awardee communication activities and ensure adherence to branding and marking guidelines.
- Ensure all information for external use presents accurate information and appropriate images, and does not put USAID and University of Nairobi at risk
- Support in managing USAID Fahari ya Jamii photo library and conduct photo editing as appropriate.
- Other duties as may be assigned.

### **Job specifications**

- Either a Bachelor's degree in any of the following fields: Communications, Media Studies, Journalism, or any other related field with at least 2 years of relevant professional experience in media management, Public Relations, and/or digital technologies **OR** a Diploma in any of the following fields: Communications, Media Studies, Journalism, or any other related field with at least three years of relevant professional experience which must include experience with media management, Public Relations, and/or digital technologies.
- **Preferences:** Experience working with non-governmental organizations, donors, and/or agencies or mass media, in developing content for social media.
- Strong written and verbal fluency in English is required. Proficiency in Kiswahili or Maasai language is strongly preferred.
- Photography skills are desirable..

### **Terms of appointment**

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

### **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: [recruit-co@fyi.uonbi.ac.ke](mailto:recruit-co@fyi.uonbi.ac.ke)

**CLOSING DATE: FRIDAY, DECEMBER 8, 2023**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**