

Job Title:

Communications Consultant

Reports to

❖ Managing Director

Job Purpose:

To assist the Managing Director' office in overseeing all aspects of communications including being the Communications and Protocol liaison with external stakeholders.

Key Responsibilities

- ❖ Develop the institution's media pitching and positioning across online and print channels.
- ❖ Draft and lead Crisis Management communications.
- ❖ Within delegated authority, provide media and protocol coverage to meetings and events involving Board members or the Managing Director, as well as document and facilitate appropriate coverage.
- ❖ Develop strategic relationships with leading national and international media to ensure comprehensive coverage of the institution's activities (local and international radio, television, print, and online).
- ❖ Develop press and communication materials for media events using key research study findings.
- ❖ Contribute to writing and editing internal publications and correspondences.
- ❖ Producing and disseminating communication materials, including brochures, posters, infographics, audio-visuals as and when required.
- ❖ Collaborate with Human Capital in designing and execution of internal communications initiatives.

Experience:

- ❖ Crisis Communications
- ❖ Diplomatic Protocol Management
- ❖ Technical Advisory in Developmental institutions and multinationals.
- ❖ Outstanding media networks across Africa

Qualifications:

- ❖ Bachelors/Master's in Communications, Law, or Political Sciences

Languages

Applicants must be bilingual in both French and English and with a good working knowledge of the other.

- ❖ Applicants are invited to send a letter of motivation illustrating their suitability detailed curriculum vitae, as well as the names and addresses of their referees, to the following address: hr@shelterafrique.org
- ❖ Applicants must indicate the position for which they have applied in the subject line of their email. The deadline for submission is 12th May 2023 however, applications will be reviewed on a rolling basis and suitable candidates may be contacted before the submission deadline.
- ❖ Only shortlisted candidates who meet the above requirements will be contacted.
- ❖ We invite you to learn more about Shelter-Afrique and this role by visiting our website: <http://www.shelterafrique.org>
- ❖ Shelter Afrique is an Equal Opportunities Employer.