



JOB ADVERTISEMENT – COMMUNICATIONS CONSULTANT & EXTERNAL AFFAIRS (SHORT-TERM CONSULTANT)

Terms of Reference

The scope for the Communications Consultant and External Affairs (Short Term Consultant) working directly with the Managing Director (and selectively with others), at the Managing Director's discretion.

Overall Objective

To support the Managing Director in structuring, originating, and advancing strategic partnerships that strengthen visibility, external positioning, and institutional growth. This work will combine partnership development, senior stakeholder engagement, opportunity origination, proposal writing and cross-functional coordination to develop clear, actionable outcomes.

Scope of Consultancy

The Communications and External Affairs Consultant will provide strategic, communications and partnership-focused support across the following areas:

- Strategic communications support for key institutional priorities, campaigns, announcements, and stakeholder-facing initiatives.
- Refinement of external affairs materials, including briefing notes, concept notes, partnership messaging, official correspondence, and institutional narratives.
- Support for visibility and positioning initiatives involving partners, ecosystem stakeholders, and external audiences.
- Advisory input on communication planning for high-level engagements, events, partnerships, and thought leadership opportunities.
- Coordination support for selected external affairs deliverables requiring structured follow-up, message discipline, and timely execution.

SPECIFIC DELIVERABLES

- Monthly communications and external affairs support plans aligned with agreed priorities.
- Drafting and delivery of agreed written outputs, which may include talking points, partnership messages, or event-related communication materials.
- Review and strengthening of institutional messaging to improve clarity, consistency, and external relevance.
- Support on selected stakeholder engagement materials and follow-up documents linked to strategic meetings, events, or partnership opportunities.

- Periodic progress updates summarizing completed deliverables, pending items, and next recommended actions.

Modality of Engagement

- The Communication and External Affairs Consultant will work directly with the Managing Director.
- The engagement is output-driven and based on specific assignments and deliverables as will be agreed with the Managing Director.
- Meetings, reviews, and coordination points may be scheduled as needed to validate priorities, align on outputs, and ensure smooth execution.
- Support may include strategic notes and briefing memos, one-on-one advisory discussions, and participation in selected internal or external meetings, virtual or in person, as agreed.

Deliverables

- Given the consultancy nature of the role, deliverables will be targeted and fit for purposes. These may include strategic briefing notes, governance and positioning notes, concept papers, inputs into key institutional or financial initiatives, and occasional synthesis notes following major engagements or milestones.
- Deliverables will be agreed on a rolling basis with the Managing Director.

Qualifications:

- Bachelor's degree or master's degree in communications and Social Sciences.
- 8-10 years' experience in Communications and Partnerships
- Excellent Communication skills
- Proficiency in English and French
- Partnership and Relationship Management
- Project Management

How to apply

Interested candidates should submit:

- A detailed CV (max 5 pages)
- A brief cover letter indicating availability and daily/monthly consulting rate
- Two writing samples (macro/country notes or similar) and one sample dashboard/forecast output (if available)

Applications to be submitted via: hr@shelterafrique.org

Closing date: 25th March 2026.

ShafDB is an equal opportunity employer. Only shortlisted candidates will be contacted.