



Vi Agroforestry

Job Description Temporary Communication Officer - maternity reliever

Position is Based in: Nairobi

Reports to: Regional Director

About us

Vi Agroforestry is an International Non-Governmental Organization (INGO) with headquarters in Stockholm, Sweden and registered in Kenya, Uganda, Tanzania, and Rwanda as an international NGO. Its target groups are smallholder farmer families living in poverty with a focus on women, youth and children, who are members or potential members of democratic farmers' organizations, in areas vulnerable to climate change. Vi Agroforestry's priority is on agroforestry, sustainable agriculture, and empowerment of women and youth.

Role

The assignment is temporary position, 6 month fixed-term contract for a maternity reliver and will start March and end in August 2021. The role requires a solution-oriented and flexible approach with responsibility for ensuring that the communication work is adapted based on budget, agreements, strategies, operational planning, regulations, and project-specific requirements for communication efforts.

Objective

To communicate objectively, credibly, and creatively for Vi Agroforestry from the entire region in relevant channels in Sweden and in the region in order to increase awareness of the organization, supporting fundraising and resource mobilization activities as well as contribute to advocacy on prioritized issues deemed relevant for our regional strategy and programme.

Main responsibilities

Communication to the region

- The communications officer will be responsible for communication efforts in the region. S/he is also part of and responsible to the Marketing Department/Vi Agroforestry Department at the head office in Stockholm for deliveries to the responsible function in the Marketing Department/Vi Agroforestry Department.
- Create multi-media content for dissemination on various platforms: radio, TV, social media, website etc.
- Maintain and update the regional website
- Photography and videography.
- Design of IEC materials in line with visibility requirements and graphic manual.
- Support HO with communication tasks
- Initiate and coordinate efforts to increase the local / regional awareness of Vi Agroforestry
- Offer communication training to colleagues and partner organizations specifically adapted to the region's specific needs.
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- Organize events
- Any other duty as assigned by the project.



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Communication to Swedish Marketing Department/ Vi Agroforestry Department:

- Continuously contribute with communication material from the program activities in the field in accordance with established guidelines for deliveries to Vi Agroforestry's Swedish communication channels or according the demand for member organizations'/ collaboration companies' communication channels.
- Continuously contribute with news from the region to relevant channels in Vi Agroforestry head office (e.g. the webs, social and media platforms) and be responsible for ensuring that region-specific information is updated, correct and properly communicated.
- Support the region's reporting of results to the activity report.

Qualifications:

- Degree or diploma in Communications, Public Relations, Media Studies, Journalism, or their equivalent from a recognised institution.
- Minimum of 3 years' professional experience working with communication, public relations, marketing, events promotion, journalism, or similar.
- Experience working with communication for an NGO/INGO or similar.
- Excellent, photography and videography skills.
- Demonstrable experience in graphic design and graphic design software, including but not limited to Photoshop, Illustrator, and InDesign or equivalent software.
- Ability to plan, prioritise and produce quality results on time and on short notice.
- Experience of conducting interviews.
- Understanding use of diverse media platforms as communications tools.
- Excellent verbal and written communication skills. Ability to interpret, inform and engage.

Application

Qualified candidates should send their C.V and application letter only to recruitment@viagroforestry.org clearly quoting 'Temporary Communication Officer' on the email subject, indicating the current and expected salary on the email not later than 22nd January 2021. Please note that you need to have a Kenyan work permit to be qualified for this position. Only shortlisted candidates will be contacted.

The employment is 6month fixed-term contract for a maternity reliever. You are expected to be available from February 2021.

Vi Agroforestry strives for diversity in the organisation and welcome applicants regardless of gender, gender identity or expression, sexual orientation, age, ethnicity, religious belief, or disability.