



Vacancy Announcement
Position: Head of Communication Programme
Deadline: 8th January, 2016

The African Women's Development and Communication Network (FEMNET), a pan-African women's network, is looking for a suitable candidate to fill the position of **Head of Communication**. This position will offer the position holder an opportunity to work on exciting development communication initiatives and campaigns at pan-Africa level in a stimulating, multicultural and dynamic environment. The Head of Communication will report to the Program Manager of FEMNET. The position involves travel within Kenya, Africa and other parts of the world.

1. Overview:

- Provides strategic leadership and advice on all FEMNET's communications and media activities
- Develops and implements external and internal communications strategies for FEMNET's
- Raises the FEMNET's profile and promotes its work to key audiences
- Oversees work of the Communications team, consultants and interns.
- Supports Resource Mobilization for the Organization and takes lead to raise resources needed to implement Communication activities.

2. Responsibilities include the following:

- a. Provide strategic leadership and advice on all FEMNET's communications and media activities.
- b. Coordinating, organizing and ensuring that all the information and communication programmes and projects of the Network are implemented in line with its Strategic priorities and annual work plans.
- c. Develop a media outreach strategy in support of FEMNET's strategic objectives. Works with international media, as well as regional and national media to highlight issues affecting African women and girls and to promote best strategies and practices that address gender inequalities.

- d. Ensuring that articles for the African Women's Journal, a bi-annual analytical publication on gender and development issues are written, edited, translated, printed and distributed within the set timeframes.
- e. Writing mid-year and annual reports for the organization.
- f. Coordinating and manage the monitoring and evaluation of the Communication Programme.
- g. Coordinating relevant training for the membership including participatory communications for development and social change.
- h. Ensuring the Network's participation and support to African women NGOs to engage in Freedom of Information and ICT policy formulation and implementation processes.
- i. Monitoring, evaluating and reporting on activities of the communication programme on a quarterly basis and as may otherwise be required.
- j. Representing the Network and/ or the Executive Director in relevant fora within Kenya the host country for the Regional Secretariat and at the regional (Africa) and international levels in order to facilitate the communications functions of the Network, as and when it may be required.
- k. Overseeing the management of the Network's Resource Centre.
- l. Manage media relations on behalf of the organization.
- m. Effectively manage the FEMNET website and ensure that the information is up-to-date.
- n. Supporting and facilitating the organization in the use of latest social media such as twitter, facebook, youtube etc that are relevant in enhancing the organization's mandate.
- o. Take the lead in Resource mobilization for resources required to implement the Communication Programmes.

3. Qualifications, Skills and Experience for the Position

- a. A Masters Degree in Development Communication, or any Mass Communication Degree. Additional relevant training will be an advantage.
- b. At least 5 years experience working at regional or sub-regional level in the area of communication and Women's Rights issues.
- c. Expertise in creating traditional media content, web content, managing online community engagement and online campaigning.
- d. Demonstrated ability to develop and manage internal communications.
- e. Excellent proven experience in working with media contacts interested in Women's rights issues.
- f. Experience in amplifying the voices of a wide range of stakeholders, including grassroots activists and high-profile figures.

- g. Strong writing and editing skills with ability to simplify, summarize and communicate complex information, including presentation skills in both English and French.
- h. Sound knowledge on general women's rights issues in Africa.
- i. Demonstrated experience in managing Journals.
- j. Capacity to use the media to promote the regional campaigns on Women's Rights.
- k. Demonstrated commitment to and experience in gender and development and/or women's human rights.
- l. Demonstrated training and/or experience in participatory approaches to communications for development.
- m. Demonstrated training and/or experience in print and audiovisual/broadcast media production.
- n. Demonstrated training and/or experience in applications of new information and communications technologies.
- o. Familiarity with Freedom of Information/Access to Information and ICT policy issues in Africa and globally.
- p. Demonstrated capacity to communicate and work in both English and French.
- q. Abilities of public speaking and giving presentations to a variety of audiences.
- r. Good interpersonal skills and ability to work in multi-cultural teams.
- s. Ability to work with minimal supervision.
- t. Ability to develop and implement programs and projects.
- u. Resource Mobilization skills and experience.
- v. Willing and able to travel in the African region and globally.
- w. Willing to adhere to FEMNET's beliefs, values and principles that guide its work and programming framework.

4. Remuneration

Remuneration will be in line with the set procedures of the organization and experience of the qualified candidate.

5. Application

Send your application letter and Curriculum vitae of not more than 5 pages to recruitment@femnet.or.ke by the **8th January, 2016** including three names of your professional referees and their contacts. Please note that only short listed candidates will be contacted.