

## **Twaweza Job Description Communications Officer**

**Job Title:** Regional Communications Officer  
**Salary Grade:** 6  
**Department:** Learning & Communications  
**Reports to:** Learning & Communications Manager  
**Supervises:** None  
**Date:** 15 February 2012 or asap

### **Overall Responsibility:**

You will be responsible for managing effective and imaginative communication of Twaweza in East Africa across different media, as well as through the design, writing, production and distribution of communication materials. You will develop and foster high standards of publications and other communication. You will serve as the first point of information contact for Twaweza, and respond in a manner that is clear, timely and effective and, that projects a positive image of the organization.

### **Specific Responsibilities**

1. Write and produce high quality communication materials, including website content, and effectively communicate these across key audiences;
2. Edit materials (papers, briefs, power point presentations, etc) in English and Kiswahili and undertake full quality assurance to ensure that they conform to Twaweza standards and will promote the image and objectives of the organization;
3. Ensure that all Twaweza websites (both English and Swahili versions) are up to date, accurate, compelling and functional, liaise with website developer and tech support as needed;
4. Learn, develop, coordinate and maintain an effective social media presence for Twaweza, including through blogs, facebook, twitter and other means as appropriate;
5. Communicate clearly and in a timely fashion with external audiences, face-to-face, through email and telephone; conferences where appropriate, and other forms;
6. Develop and maintain good links with the media; support press conferences and other engagements with the media;
7. Support partners to document and publish their work and lessons;
8. Advise on and support the communications aspect of Twaweza's Program work (including Uwazi);
9. Develop and foster high quality standards and guidelines for Twaweza's communications across different media and formats;
10. Support management in communication and representation needs as needed.

### **General Responsibilities**

1. Conduct occasional research and writing assignments on Twaweza key areas for use in diverse ways supportive to program goals, including internal learning, policy debates, opinion articles;
2. Undertake the activities above in line with the associated budgets and with work plans, in ways that are consistent with Twaweza policies;
3. Prepare and submit quality and timely plans, budgets and reports;
4. Keep abreast of new ideas and materials in the area of organizational learning, M&E and communications;
5. Participate in meetings and sessions and sessions as needed;
6. Undertake any other lawful tasks as may be assigned by your manager or the Head of Twaweza.

### **Education, skills and experience**

1. Experience in communications and development work
2. A university degree in communications or a relevant, related field
3. At least three years' relevant working experience, specifically in learning & communications
4. Excellent writing and communication skills in both English and Kiswahili; an eye for detail
5. Strong analytical and organizational skills
6. Computer proficiency including web-based applications
7. Flair for working with visual materials; a powerful creative eye
8. Keen understanding of traditional media, social media and uses of new technologies for communication in East African context
9. Ability to be on top of issues and deliver quality on time

**To apply** for this position, please submit your **CV (max 4 pages)** to **jobs@twaweza.org**, including a **cover letter** explaining your interests/motivations to work for Twaweza, and **2 samples of your written work** and names of **3 referees**, in MS Word or PDF file. In the **subject of your email** write your name and the position you apply for.

**Closing date**

22 January 2012. Only shortlisted candidates will be notified to appear for interviews.