

<b>Job Description: Communication Adviser</b>	<b>Responsible to: Project Manager</b>
<b>Responsible for: none</b>	<b>Location, Group &amp; Function</b>

**Job Purpose:** The Communications Personal is responsible for maintaining internal communications strategies to keep project beneficiaries and partners informed of CLARITY projects presence, information and events. The Adviser will be expected to investigate preferred communications channels and ways for delivering information to different target groups as well as do research and write stories that capture the impact of the project. The ideal candidate will ensure the production of quality communication materials and information's throughout the project working hand in hand with other volunteer who will be engaged in a similar Project.

<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist with the development and deployment of strategic communications materials related the project.</li> <li>• Design and Implement Youth capacity building activities on responsible use of media for youth voice, and rights advocacy as well support the implementation of youth media advocacy campaign.</li> <li>• Investigate preferred communications channels for different target groups and ways for delivering information to these different target groups.</li> <li>• Research and write success stories that capture the impact of the project on different targeted groups;</li> <li>• Create relevant content and communicate in a systematic manner.</li> <li>• Supporting the communication unit in implementing the communications plan by developing areas such as newsletters; databases; marketing materials etc.</li> </ul>	<p><b>Skills, Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Strong verbal and written communication skills in English; experience of developing compelling, high quality documentation,</li> <li>• Guidance and practice notes; concept notes; case stories, presentations for different audiences. Strong representation skills.</li> <li>• Relevant professional experience in a communication position.</li> <li>• Strong written and oral communication skills.</li> <li>• Experience in developing print and digital communications materials.</li> </ul> <p><b>Knowledge/qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelors or Master's Degree in communications, public relations, journalism or a similar discipline.</li> <li>• 3 years of experience in relevant position,</li> <li>• Excellent oral and written communication skills,</li> <li>• Desk and qualitative research skills,</li> <li>• Understanding of multimedia communications,</li> <li>• Sound working knowledge of digital and social media,</li> <li>• Presentation and influencing skills in order to obtain buy-in of recommendations.</li> </ul> <p><b>Skills/Abilities:</b></p> <ul style="list-style-type: none"> <li>• Able to develop clear and realistic plans to deliver agreed objectives within deadlines, involving key individuals in the process.</li> <li>• IT (MS office) proficiency.</li> <li>• Able to travel, including work away from the home base for up to 50% of time, both within the country and occasionally internationally and some weekend and evening work.</li> </ul>
---	--

***Desirable Criteria:***

- Proven experience in developing and implementing communications strategies
- Proven ability in delivering relevant content to digital and social media
- Strong in expressing creativity in all different communication channels and ability to quickly switch between them.
- Experience of working in a developing country and/or an NGO.

***VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy***

Version 082018. Revised Mohammed Baig 082019

**APPLY HERE**