

JOB VACANCY ADVERTISEMENT COMMUNICATION VOLUNTEER

International Aid Services Kenya (IAS K) is a Non - Governmental Organization registered under the NGO Coordination Board in Kenya. IAS K was registered in 2004 and is affiliated globally to both IAS Alliance and programme Countries.

Vision

“A World where Communities are empowered to Live Dignified Lives”

Mission

“We seek to empower communities through the promotion of access to education, sustainable livelihood, environmental stewardship and human rights”.

IAS K implements projects in the following thematic areas; Inclusive Education (IE), Integrated Water Resource Management (IWRM), resilience and disaster risk reduction (DRR), Civil Society Development (CSD), humanitarian intervention (HI) and Inclusive Education as well as mainstreaming cross-cutting issues, disability, gender, and gender based violence (GBV) human rights.

COMMUNICATION VOLUNTEER -NAIROBI

IAS K is recruiting a **Communication Volunteer** who will be based in **Nairobi County**. S/he will be responsible for the overall coordination IAS K of Communication department.

Job Title	Communication Volunteer
Job Location	Nairobi
Report to	Programmes Manager
Duration of the Contract	Six Months

MAIN RESPONSIBILITIES

- Lead in preparation of technical briefs, Annual reports, human interest or case stories, photos, press releases, newspapers articles and E-bulletin newsletters.
- Promote communication and publicity materials of IAS K through appropriate media channels.
- Ensure that all communication and marketing materials align with IAS K branding policy and donor standards.
- Work with Program team members to conceptualize and implement communication strategies and other initiatives.

ADDRESS & CONTACT DETAILS

Visiting Tree lane No. 52, Gate No. 12, 00508 Nairobi, Kenya **Phone** +254-722-277618, +254-733-909909
Postal P.O. Box 765 73, 00508 Nairobi, Kenya **Email** info@ias-Kenya.org **Web** www.ias-Kenya.org

- Provide technical guidance to IAS K program staff in developing Information Education and Communication (IEC) materials
- Develop and maintain a database of journalists, reporters, media and other related organizational documents.
- Identify and develop new communications partnerships and media alliances to enhance IAS K visibility.
- Participate in Resource Mobilization during grants concept note\Proposal development and submission.
- Develop and submit monthly quarterly and annual communication reports.
- Ensure Data protection Act is followed as the rules from the government
- Performs any other assignment as assigned by management.

Qualification and Experience

- The candidate should have a Degree in Social Sciences, Political Science Communications, Public Relations, Media studies, Journalism or their equivalent from a recognized University.
- At least 2 years' experience having worked in a similar position, preferably in an NGO.
- Ability to communicate (orally and in writing) complex issues in a concise, compelling, and easily understandable manner, including the ability to analyze and draft policy
- Experience and skills in photography, videography and social media management
- Proficiency in digital media and graphic design tools .
- Excellent written and oral communication skills, in positions requiring diplomacy in communicating with broad and diverse audiences.
- Experience in researching and producing communication and advocacy materials, and using evaluation results to inform strategy design.
- Well-developed research, interview, and analysis skills.
- MS Outlook, Word, PowerPoint or comparable software. Administratively self-sufficient.

Method of Application

Interested applicants should submit a Cover Letter and CV before **31st December 2021** to :

ias-nairobi@ias-intl.org. Quoting "**Communication Volunteer**" on the email subject line.

International Aid Services(IAS) Kenya is an equal opportunity employer and does not tolerate discrimination against protected characteristics (gender,age,sexual orientation , race , ethnicity , religion disability ,pregnancy , mental or HIV status , nationality , political or any other opinion .

Only shortlisted candidates will be contacted.

