**JOB VACANCY:**

 **COMMUNICATION OFFICER**

International Aid Services (IAS) Kenya is a Non - Governmental Organization registered under the NGO Coordination Board in Kenya. IAS K seeks to empower communities through the promotion of access to education, sustainable livelihood, environmental stewardship and human rights”.

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

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| **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.
* 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.
* Minimum 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 **28th March 2023** to :**ias-nairobi@ias-intl.org**. Quoting “**Communication Officer**  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. |