



COMMUNICATION & PUBLICITY OFFICER

The Africa Early Childhood Network (AfECN) is a professional network established in 2015 to serve as a platform for the promotion of excellence and collaboration in protecting children's rights, influencing policy and practice through advocacy, strengthened partnership and sharing of experience and knowledge. AfECN focuses on the following 4 strategic goals; Strengthened Networking amongst CSOs, Enhanced Advocacy, Knowledge Generation and Dissemination, and Improved Practice.

To ensure efficient and effective communication with all stakeholders at global, regional and national level, AfECN seeks to recruit a **Communications & Publicity Officer**. This position will primarily support the development, implementation and monitoring of our internal and external communications strategy, the writing and dissemination of publicity materials, active engagement with the media and co-ordination of AfECN events and conferences.

KEY RESPONSIBILITIES:

- Develop, implement and monitor AfECN's communications strategy in collaboration with management
- Manage public awareness initiatives and promotional activities
- Write, edit, and disseminate communication products as required for the various audiences including; policy makers, programme planners, donors, partners and members
- Participate in program activities both locally and regionally to support in the documentation of the events / findings and communicating outcomes
- Work closely with photographers, designers and publishers to ensure that the communication products are produced in a timely manner
- Seek opportunities to enhance AfECN's presence and brand through various channels including on social media and events
- Maintain a publications inventory and provide online materials for uploading on the website
- Keep up to date with current communication trends and advise the management on cost effective ways to improve communication
- Pitch stories and agendas to media outlets on behalf of AfECN
- Draft talking points and help prepare for press visits, conferences and interviews

MINIMUM REQUIREMENTS

- A Bachelor's degree in communication or related field
- Fluent in English and French/Portuguese
- At least 5 years' experience in developing communication products in English and French/ Portuguese
- Strong verbal and written communication skills, strong interpersonal skills and organizational skills
- Proficient in Microsoft office packages, design and publishing software.

Position location: Sub -Sahara Africa

Contract duration: 1 years with possibility of renewal

HOW TO APPLY

Send a cover letter and CV expressing your interest to careers@afecn.org and **indicate the position title in the subject of the email by 10th February 2023**. Successful applicants shall be contacted and invited for an interview.