



Communication Officer Terms of Reference

Organization: Organization of Africa First Ladies for Development

Position: Communication Officer

Duty Station: Addis Ababa

Description: The organization of African First Ladies for Development (OAFSLAD) is a regional non-governmental organization established by First Ladies of Africa. OAFSLAD Secretariat which is based in Addis Ababa since 2012, has been functioning as a liaison and coordination office with the Africa Union Commission, UN agencies and other partners. Currently, the position for the Communication officer is vacant and OAFSLAD Secretariat would like to fill this position as soon as possible.

Opening Date: October 16, 2023

Closing Date: November 6, 2023

Duration: permanent

Salary: Negotiable

The communication officer will ultimately be responsible for assisting the Executive Secretary in carrying out the Organization's Communication strategy. The communication officer will be responsible for

1. Assisting the Executive Secretary in carrying out the Communications Strategy
2. Assisting in fund raising activities
3. Creating awareness, advocating and promoting OAFSLAD's activities
 - Working with the program officer to ensure that the website is updated on a timely basis
 - Ensuring that newsletters are published regularly
4. Developing and maintaining effective communication lines among stakeholders and region and international partners
 - Making sure that there is regular communication between Member States
 - Maintaining an accurate database of partners
 - Aiding in the creation of any additional mechanism by which information is disseminated in a timely manner at the regional and international levels
5. Ensuring that a standard communication protocol is created and maintained internally
6. Performing any other duty as assigned

Competencies

1. Demonstrated ability to work under supervision
2. Excellent oral and written communication skills (writing, proof reading, speaking)
3. Excellent interpersonal skill
4. Application must be highly innovative and have high level of proficiency in Microsoft office, email, Web Searches and other Media related toolkits
5. Excellent organizational and supervisory skills to lead and coordinate OAFSLAD's Communication Strategy to translate vision into action

Minimum qualification

1. Education: Master's Degree in Communication Studies, Media or Journalism
2. Experience: a minimum of two years experience in the area of communication in the public or private domain
3. Background: must have worked in a similar capacity at the international level
4. Language requirement: Must be fluent in English and French

To Apply

Interested and qualified candidates must submit their applications including a CV and one-page cover letter at hr@oaflad.org Only shortlisted applicants will be notified.