

VACANCY ANNOUNCEMENT

Position: Communication Officer (CO)

Job Summary: The CO will assist in developing and executing Haki Centre's Communication Strategy.

Reporting to: Programmes Manager

Job Location: Mombasa

Duration: 12 Months (Renewable)

Haki Centre is a registered Non-governmental human rights organization working within the Coast region of Kenya to promote social justice through human rights education & advocacy, peacebuilding, and legal empowerment focused on citizenship rights. Our vision is to create an empowered peaceful society that upholds human rights.

THE POSITION

We are seeking a talented and innovative individual to fill the position of Communications Officer. The CO will be responsible for ensuring the effective execution of our media and communications strategy with a strong focus on social media. This will include among others, producing creative assets (written and visual content) for our online platforms to promote our work and mission and ensure that our social media engagement is consistent, interactive, and effective. The CO will be expected to work closely with the management to identify communication and visibility needs and provide input in the ongoing review of our communication strategy.

Roles and Responsibilities

- ☑ Work closely with the PM to review and implement HCO's communications strategy.
- ☑ Develop creative assets to educate, promote civic engagement and share the impact of our work online
- ☑ Manage HCO's website and social media platforms.
- ☑ Leverage social media to amplify project activities and community advocacy actions; tapping on emerging communication platforms such as Twitter space and Facebook live.
- ☑ Build and strengthen relationships by ensuring consistent and effective online engagement with all our stakeholders.
- ☑ Identify visibility and branding needs of the organization and work with the PM to implement visibility measures.
- ☑ Support paralegals to write and publish client stories and assist the PM in generating periodic reports and newsletters.
- ☑ Track social media performance across multiple platforms and put in place robust measures to increase social media engagement.

Qualifications, Skills and Experience

- ☑ Degree or Diploma holder in marketing, communication, graphic design, animation, film and video editing or other related disciplines;
- ☑ Proven experience in using Photoshop, Illustrator, Adobe Suite (or other alternative design software);
- ☑ Extensive knowledge and experience working on social media including developing creative assets for social media;
- ☑ Ability to produce, shoot, and edit, short videos for internet use;
- ☑ High level of self-motivation, initiative, and creativity;
- ☑ Strong interpersonal and communication skills, with a demonstrated ability to work with people of diverse backgrounds, authorities, and partners.

If you believe you are the person we are looking for, kindly send your cover letter and an updated CV to jobs@hakicentre.org using "Application for Communication Officer" as your subject line. You can also drop your application at our offices in Tudor- Msaada Avenue off Tom Mboya Road, opposite Taiba Apartments. All applications must be submitted by 30 September 2022.

Note to all Applicants

Haki Centre has zero tolerance for Sexual Exploitation and Abuse. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the PSEA Code of Conduct and child safeguarding policy at all times (both during work hours and outside work hours). Familiarization with and adherence to PSEA policy is an essential requirement of all staff, in addition to related mandatory training. As part of your application, please include a self-declaration confirming that you have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA.