



VACANCY ANNOUNCEMENT

Position: Communications Officer
Reporting to: Programs Coordinator
Job Location: Mombasa
Duration: (6 months, renewable)

Job Description

Haki Centre is a registered Non-Governmental Organization working to promote progressive realization of human rights, peace and security for development, and access to justice. The organization is currently looking for a talented and dedicated communications officer to join our team. The Communications officer will be responsible for ensuring effective execution of our communications strategy with a strong focus on social media projects. This will include, inter alia, producing creative assets to tell the inspiring stories of our work to different audiences and ensuring that our social media engagement is consistent, highly interactive, and effective.

Responsibilities

- Collaborate with management to develop and implement an effective communications strategy.
- Develop creative assets aimed at educating the public, promoting civic engagement and telling inspiring stories of our work.
- Maintain social media platforms of the organization and ensure effective and useful interaction with different target audiences on a daily basis.
- Leverage social media to enhance engagement in and support for community interventions and advocacy actions.
- Track social media performance across multiple platforms and put in place robust measures aimed at increasing social media engagement.
- Coordinate all media activities and document contribution of HCO media campaigns in promoting visibility and addressing justice issues.
- Build and strengthen relationships by ensuring consistent, insightful and effective engagement online.
- Ensure that external communications project the correct image and position of the organization.

Qualifications

- Applicants must be Diploma or Degree holders in Communication, Journalism, Information Technology, Public Relations or related field.
- Must have extensive knowledge and experience working on social media platforms including developing creative assets for social media use.
- Must be proficient in desktop publishing (InDesign/Photoshop), Microsoft Office, and content management systems.
- Must have excellent communication skills and proven ability to be creative and detail oriented.
- Must have demonstrable writing and editing skills.
- Experience in community mobilization and education is an added advantage.

All applications should be addressed to the Executive Director, through jobs@hakicentre.org or dropped physically at our offices located at Msaada Avenue off Tom Mboya Road- Tudor, Mombasa by 30th November 2020.