



Windle International

from conflict to peace: development through people

Position Title: Communication and Advocacy Officer (CAO) – Advert/CMO/002/2019
Contract term: Full-time, 12 months contract with possibility for extension
Station: Nairobi, with frequent travels internationally

Windle International is a humanitarian education organization providing education to refugees and needy citizens in the five Eastern African countries where the organization has operations. Windle International aims to reach as many children as possible, particularly those who are marginalized with high quality educational programmes that deliver long lasting benefits. Windle International's vision is "a world where every child has the opportunity through education and training to make the most of their potential and contribute to sustainable development."

Windle International is seeking for suitable candidates to fill the position of Communication and Advocacy Officer (CAO) reporting to the Chief Executive Officer.

KEY AREAS OF RESPONSIBILITY

The CAO supports staff across the Windle offices to articulate clearly the impact of their work. The position will increase Windle advocacy for the education of marginalized children and contribute to sharing Windle's educational impact worldwide. By increasing Windle's visibility and profile, it is expected potential supporters will come forward to partner with Windle in providing education to the needy children.

In collaboration with Windle staff across Eastern Africa, CAO will be actively involved in:

- a) Development of communication strategies to support educational programmes
- b) Support the development and creation of one common Windle Brand
- c) Development and building marketing and advocacy capacity for Windle's work
- d) Promotion of communications outreach to enhance visibility of the work of Windle, our donors and partners
- e) Expanding digital and social media outreach to promote the work of Windle
- f) Production, documentation and management of Windle education interventions data and Information
- g) Establishing and maintaining networks with UN agencies, donors and private entities to market the work of Windle and to explore possibility of forming partnership alliances
- h) Capacity building to continuously improve communication skills of Windle in order to communicate effectively on their work

QUALIFICATIONS:

- Bachelor's degree in Mass Communication and Journalism, Development Studies, Political Science, Social Work, Social Welfare, or any other related subject.
- Diploma or advanced course in Media Relations, Public Relations, and Publishing Development is preferred

RELEVANT SKILLS

- At least 3 years of relevant experience at the national or international level in public relations, communications or advocacy.
- Experience with advocacy on education issues.
- Experience using social media for organizational advocacy and awareness raising
- Proven networking skills, and ability to generate interest Vulnerable communities
- Evidence of developing and managing a communication and branding strategy
- Experience of overseeing a website and digital communications
- Experience of developing print and online publications
- Ability to present information in visual, interactive forms (e.g. use of excel charts, graphics, simple infographics/pictographs, audio/video storytelling, interactive, etc
- Good command in written and spoken English
- Proven skills in process documentation and creative writing reports
- Experience with Microsoft Office Software package and experience in Graphic Design and Photoshop
- Well conversant in using computer, multimedia projector, digital still camera, video camera, and other electronic devices as relevant
- Self-motivated, proactive, independent worker, able to work well with a virtual team
- Highly organized, efficient and results oriented, able to manage a fast pace of work
- Creative and dynamic, contributing ideas and suggestions to the team
- Demonstrates integrity by upholding values and ethical standards
- Demonstrable character not to disclose any confidential or sensitive information to a third party or outside organization except where required to do so by law
- Proven leadership skills and demonstrated ability to manage and coordinate multiple different activities/operations
- Strong, reliable and mature judgement and decision-making skills with the ability to make difficult decisions under pressure
- Has a calling to work for humanitarian cause

If you wish to apply for any position, please send your resumé with a covering letter **quoting the relevant reference number** to: recruitment@windle.org **on or before 15 March 2019**

Windle International is an equal opportunity employer.