

VACANCIES ANNOUNCEMENT

The Eastern Africa Farmers Federation (EAFF) is a non-political, non-profit, democratic farmers' umbrella organization in Eastern Africa. Its current membership is in the following countries – Kenya, Rwanda, Tanzania, Uganda, Burundi, Democratic Republic of Congo, Djibouti, Eritrea and South Sudan.

EAFF is looking for a communications officer: The responsibilities for this position are;

- Management of Public Relations and Communication
- Coordinate the publication and disseminate of EAFF's newsletters, magazines, documentaries, brochures, reports etc.
- Manage content for communication materials reviewing, editing, branding and printing and upload finished products in relevant channel; articles, graphics, imagery, videos, pictures, etc.
- Develop and maintain effective mechanisms for internal communications.
- Support in drafting of various articles, letters and communiqués as and when required
- Take and edit pictures, audio and video recording for documentation purposes and for sharing with partners and key stakeholders.
- Management of Website and Social Media Platforms
- Maintain EAFF's website and official social media platforms sites (Twitter, Facebook, Instagram, Flickr), YouTube etc.) and keep them relevant, updated and interactive, while ensuring implementation of new emergent platforms.
- Ensure that the content of website is appropriate and up to date.
- Ensure interactive responses to partners and public in the social media.
- Prepare and disseminate blogs, updates, photos features, stories etc.
- Perform any other duties and responsibilities which may be assigned by the Supervisor from time to time.

Qualifications

- Diploma in Mass Communication, Public Relations or Journalism.
- At least three (1) years' experience in media relations, public relations and communications in a busy organization in a similar position preferably from NGO background
- Excellent interpersonal skills and good time and personal management skills
- Good communication skills and strong command of English and Swahili languages
- A strong team player and demonstrated ability to work effectively in a multi-disciplinary team setting.
- Demonstrated ability in event planning and facilitation
- Computer literacy in the use of MS Office Suite – Windows, Word, Excel, PowerPoint and Outlook, with practical experience in the use of electronic communications including email, internet, etc.
- Ability to communicate technical information clearly and effectively to both technical and non-technical colleagues, and have excellent report writing skills
- Willingness to travel to program sites and interact effectively with local communities and to document the activities.
- Ability to work independently but consult as necessary and deliver results with minimum supervision and under pressure.
- Results oriented and able to align production with measurable goals and outcomes.
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How to Apply

Qualified and interested candidates should make their application to info@eaffu.org and include a cover letter and CV EAFF via Brighter Monday on or before close of business by **31st November at 17.00 p.m.**

Only shortlisted candidates will be contacted