

About Farsight Africa

Farsight Africa Group is a leading full-service Pan-African communications and research company that delivers impactful solutions to companies, governments, development organizations' and individuals across East Africa.

Farsight is recruiting a deputy of outreach and merchandise manager with demonstrated experience in client management, communications, events planning and outreach. He/she should work well and can maintain focus under time and resource constraints. And also work well in collaboration with team colleagues.

Post Title	Deputy, Outreach and Merchandise
Type of Appointment	Contract
Duration	1 Year
Duty Station	Mogadishu (Somalia) Mogadishu International Airport

Key Responsibilities

- Work closely with the head of outreach and advocacy in preparing work plans, weekly, monthly and quarterly reports for the department.
- Maintain consultants liaison on behalf of the HQ by sending the list of prospect consultants to Nairobi HQ for contract preparation.
- Submit weekly, monthly and quarterly reports on behalf of the head of outreach when on R&R.
- Receive tasking orders from the project manager or contract manager and checking the stipulated delivery dates are feasible.
- Plan effectively and organize production schedules for tasking orders. Re-negotiate timescales or schedules as necessary.
- Will be the main contact person with the production office in Nairobi.
- Ensure that assignments have concise information from the client.
- Handle the client service element of merchandise by acquiring briefs and clarifying with them in order to assign the designer the task at hand and offer advisory when necessary.
- Ensure production of merchandise is in tandem with the expected key deliverables by the clients.
- Proactively hold the production schedule to ensure deadlines are met.
- Liaise with the client and give status updates on assignments for instance on designing, production and delivery progress.



- Lead production and vendor team to effectively manage to ensure high quality, cost effective and timely production
- Process and track mock-ups, prototypes, with vendors
- Communicating the client's requirements to vendors.
- Prepare reports on produced elements and send to project management in timely fashion.
- Plan effectively for delivery of novelty merchandise to client in good time and ensure proper delivery from the client focal point.
- Mitigate and manage risk.
- Assist in events and management of outreach events.
- Assist in signing of contracts for contractors.

Qualifications:

- University degree in communications, journalism, and media studies, political science, international relations, and any other related academic fields; Masters' degree in related field (added advantage)
- Must have working knowledge in Somali and English
- Working experience in client relationship management
- Strong oral and written communication skills;
- Critical reasoning and problem solving skills;
- Capability and self-initiative to carry out assigned tasks at a professional level and largely without supervision;
- Knowledge of Microsoft Word, Excel and PowerPoint

How to apply:

Send in your resumes with a cover letter to jobs@farsightafrica.com with the subject title: *Ref: Deputy, Outreach and Merchandise* by 9th August 2016 1700hrs. Applications sent after the deadline will not be received.