

Terms of Reference

Opportunity

Job Title: Communications Specialist

Duty Station: Nairobi, Kenya

Type: Fixed-Term (12 months with possible extension)

Application deadline: Friday 22nd February 23:30hrs (EAT)



Background

The Somalia Stability Fund (SSF) is a multi-donor fund working towards a peaceful, secure, and stable Somalia. It offers Somali stakeholders a source of multi-year funding that can respond to local needs and opportunities. The Stability Fund aims to contribute to enhancing stability in Somalia through the following programmatic outputs:

1. Fault-lines for political conflict (FGS-FMS, inter & intra state) are identified and appropriately addressed;
2. Enhanced popular participation in governance, particularly for women and excluded communities;
3. Increased government visibility and community engagement;
4. Reduced community vulnerability to conflict.

Purpose

- SSF is seeking a communications specialist with a creative background who is passionate about sharing positive stories of change in Somalia. The Communications Specialist to support the Knowledge Management Unit to implement SSF II's communication strategy that includes Fund reporting, learning and knowledge sharing among key stakeholders; external communications through social media and the SSF website; and supporting SSF's ongoing strategic communication support to government in Somalia. The communications specialist will deliver high quality written and designed communications products for the Stability Fund that will inform and influence public and private sector stakeholders.

Key Tasks and Responsibilities

- Work with the SSF team to implement the SSF II communication strategy that includes Fund reporting, learning and knowledge sharing among key stakeholders; external communications through social media and the SSF website; and supporting SSF's ongoing strategic communication support to government in Somalia
- Support the SSF team to deliver high quality designed communications products that will inform and influence public and private sector stakeholders;
- Develop, update and disseminate targeted external communication products, e.g. case studies, PowerPoint presentations, photos, press releases, e-newsletters and the website;
- Manage the SSF website, including uploading content and working with the website maintenance vendor when required
- Manage the content and distribution of the SSF newsletter, advertisements, and social media updates
- Manage the safe storage of SSF's communications materials and media content (storage of photos; management of social media passwords; central storage of media content)
- Package lessons learned, results and best practice from projects and effectively communicate to the Fund's donors and stakeholders;
- Support the creation of accurate and compelling content that will include a mix of analysis, features, expert interviews, videos, photo essays, timelines, infographics and social media content;
- Support the KMCU with SSF learning events and other SSF workshops and events

- Deliver on any other tasks assigned by the KMEL or Team Leader.

Reporting

The communications specialist will report to the SSF Knowledge Management and Communications Lead.

Qualifications and Experience

- Minimum 3 to 5 years' experience working in a similar communications-based role;
- Degree in a relevant field including social science, communications, political science, English literature, journalism, graphic design
- Experience using Adobe creative suite (photoshop, InDesign, Illustrator).
- Excellent written English and previous experience of generating a variety of written communications content including success stories, articles, social media posts
- Demonstrated experience in one or more of the following areas: graphic design; photography; story telling/writing development impact or success stories;
- Experience in Somalia or other Fragile and Conflict Affected Country required;
- Fluency in Somali is required

If you meet the above criteria please send a covering letter and your CV (maximum of 3 pages total) to recruit@stabilityfund.so referencing 'Communications Specialist-Nairobi' in the title of your email.

Due to the large volume of applications we receive only shortlisted applicants will be contacted.

Canvassing will lead to disqualification.