

VACANCY
ACTIONAID LIBERIA

Please read submission instructions carefully. Applications not in compliance with submission instructions will be disqualified. Only candidates meeting qualifications will be contacted.

Job Title:	Communications Officer		
Directorate/Cluster:	Program and RMI	Unit/Team:	Resource Mobilization & Innovations
Grade/Step	3	Contract Type:	Fixed (3 years)
Core Funding (%)	100%	Donor (%)	EU 100%
Location:	Grand Gedeh	Budget Holder:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Operational Remit:	Grand Gedeh with extensive travel to other program locations and regional/international meetings		
Line Manager	Program Development & RMI Lead		
Matrix Report (s) :	Project Coordinator		
Supervises:	None		
Summary of Role	The Communication Officer is part of the Programs and Resource Mobilization & Innovations (RMI) Team to facilitate quality internal and external communications outcomes for a unique and cohesive identity for ActionAid Liberia		
Overview of Responsibilities	Communication Officer supports the creation and sharing of quality, relevant multimedia communications content to help raise ActionAid’s profile, strategy, program results and influence through the delivery of effective communication outcomes nationally and internationally.		
Communications	<ul style="list-style-type: none"> • Develop and disseminate communication materials and messages and programs to challenge issues of social injustice that cause and perpetual poverty and gender inequality; • Provide or facilitate tools to enable staff share information regularly about their work; • To provide capacity development and technical support to improve the effectiveness of partners (national organizations, networks and movements) • Provides technical support with annual reporting processes to include content (media – film photo, etc.) • Strengthen internal content gathering at LRP level and partners 		
Visibility	<ul style="list-style-type: none"> • Deliver ActionAid Liberia’s corporate communication responsibilities including – brand, profile & reputation management; management of AAL’s website www.actionaid.org and social media pages with oversight from Campaigns and Policy Manager and Program & RMI Lead; • Documenting the impact of ActionAid Liberia’s work with partners using various friendly ways; online and offline, print and electronic tools as well as mainstream media; • Develop promotional materials for ActionAid Liberia and participate in various issues based exhibition and forums to support the positioning of AAL as a critical stakeholders • Ensure co-branding of key research studies, policy briefs and publications done jointly with government, researchers and other agencies on issues of poverty, injustice, rights and development; • Producing and circulating publications about AAL work to various stakeholders; 		

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	<ul style="list-style-type: none"> • Develop collaboration with resource centers (i.e. women networks, peer organizations, academia, etc.) for distribution of AAL and partners materials; • Facilitating guests' field visits to see and document the impact AAL is making on people's lives in Liberia
Campaigns and Advocacy	<ul style="list-style-type: none"> • Contribute to production of publications and other documentation for outputs for influence priorities; • Support Program and Policy Team to design effective information communications and media strategies to empower people to take action and influence policy makers • Support AAL's policy advocacy and campaign activities including mobilization, logistics and media engagement
Safeguarding	<p>ActionAid has articulated a strong stand on gender justice and safeguarding through its child protection and anti-sexual harassment, exploitation and abuse policies. ActionAid is committed to taking an intersectional feminist approach to Safeguarding, recognizing how forms of abuse and oppression intersect. Safeguarding refers to the policies, processes, and work cultures that an organization puts in place to prevent and respond to harmful actions carried out by staff or those working on our behalf. The principles and approaches that underpin our approach to safeguarding are those of feminism; dignity, centrality and protection of survivors; legal rights and responsibilities; objectivity; timeliness and accountability. AAL seeks to create a work environment free from intimidation and abuse, communicating a zero tolerance of violations/breach of policy. Please report any incidences or concerns relating safeguarding including offers for employment to safeguard.liberia@actionaid.org</p>
Anti-Bullying & Discrimination	<p>ActionAid has articulated a strong stand on gender justice and safeguarding through its human rights based approach. AAL is also committed to creating an enabling and safe work environment, championing freedom, equality, equality and justice. This includes recognition of human rights and dignity of all persons regardless of their gender identity, ethnicity, age, sex, sexual orientation, and ability. This includes zero tolerance for harassment, bullying, discrimination and acts or threats of intimidation.</p>
Fraud Awareness & Anti-Corruption	<p>ActionAid has a zero tolerance to fraud and corruption and requires staff, partners, suppliers, consultants, volunteers, and all categories of collaborators at all times to act honestly and with integrity and to safeguard the assets for which they are responsible. This refers to bribes, kickbacks, pay-offs, or gifts from Action staff, their relatives or close associates, partners for employment, contracts, and services. Please report any incidences relating to blowwhistle.liberia@actionaid.org</p>
Education, Language & Qualifications	<ul style="list-style-type: none"> • Minimum of Bachelor's degree in Communications, Media relations, or relevant field; professional experience in Communications, Media relations • Minimum of three (3) years relevant work experience • Familiarity with social media (i.e. Facebook, Twitter, Instagram) preferred • Experience producing content with photography and videography, a plus • Good English language writing skills: communicating effectively in writing

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	as appropriate for the needs of the audience.	
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Good communication and report writing skills; • Demonstrated ability in organizing and managing priorities; • Capacity in strategic thinking and planning; • Ability to set up, support and maintain cordial working relations with various stakeholders (staff; partners, social movement, media, etc.) • and ability to convince others in the way of doing things; • Ability to work under minimum supervision; • Ability to effectively interview and solicit information from individuals with varying educational and socio-economic backgrounds and levels, as well as ethnic and linguistic backgrounds. • Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices • Understanding of Women Rights issues in the Liberian context. • Able to work closely with others (often from a distance) to meet tight deadlines and multiple priorities; able to work collaboratively across multiple teams and levels. • Knowledge of Office 365 or Microsoft Office 2007/2010 (Word, PowerPoint and Excel), email and internet, and social media. 	
Competency profile		
Learning the Organization	Strategic Perspective	A passion for social justice, women and human rights issues; demonstrated alignment of experience and interests with the Organization’s mission, vision and strategic priorities
	Change Management	Uses effective strategies to facilitate organization change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
	Feminist Leadership	Commitment to practicing AA’s feminist leadership principles, particularly the top ten basics to include: self-awareness, self-care, dismantling bias, inclusion, sharing power, responsible use of power, accountable collaboration, respectful feedback, courage and zero tolerance
Learning with Others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly, concisely; disseminates information about Communication decisions and plans, proactively.

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Learning Self	Leading with Purpose and Credibility	Professional individual with high personal integrity including anti-SHEA, fraud and corruption; innovative, flexible approaches to work, coupled with enthusiasm and commitment to ActionAid's Vision, Mission and Values; has strong commitment to develop, promote and practice AAL's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities

How to apply:

All interested candidates should submit applications, including cover letter and CV in Microsoft Word or Pdf document, addressed to the Program Development & RMI, ActionAid Liberia Country Program, via email to vacancy.liberia@actionaid.org, copy Patience.Landford@actionaid.org. Email subject line should read "Communications Officer Grand Gedeh 01052021". Deadline for submission of applications is Friday, January 8, 2021. **Only shortlisted candidates will be contacted.**

Female candidates are encouraged to apply.