



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Digital Communications Officer</b>
<b>Location:</b>	<b>Abuja</b>
<b>Reporting to:</b>	<b>Communications Coordinator (with dotted line to Programme Advisor)</b>
<b>Line Management:</b>	<b>None</b>
<b>Grade:</b>	<b>6</b>

### **Job Purpose**

The Digital Communications Officer will be responsible for assigned communications roles including supporting the execution of the project's communications strategy and social media strategy.

The job holder will support the development of contents for project communications for newsletter, publications, and Websites. Managing projects prioritised social media contents - including Facebook, Twitter, Instagram, Youtube and LinkedIn. S/he will liaise with the Programme Advisor in providing hands on technical support to young people and Activista in advocacy using digital platforms to reach wider coverage

### **Specific Responsibilities**

- Facilitate and ensure delivery of communications requests from SPA II project within specified timeline
- Develop and implement innovative and effective communication and media strategies for the project
- Develop the project communication contents for use on publications, newsletter, and press
- Provide support for youth engagement with use of technology in holding duty bearers to account
- Responsible for quality assurance of documentation and publishing of all SPA II project publications in liaison with AAN Communications unit
- Support project partners in media and communications related capacity building and ensuring that this is integrated within their programming
- Support content development for AAN policy influencing, website and other social media platform.
- Oversee production of digital and multimedia communications content to promote AAN's brand, particularly the SPA II project.
- Liaise and work with the Programme Advisor to identify advocacy and communications issues related to the project
- Ensure adequate media coverage for all project activities, events, media advisory, press releases/press statements
- Assist project teams in uploading content and managing training/events calendar.
- Support in the development of project success stories and case studies

- Any other responsibilities as assigned by line manager

**Internal Relationships:** Entire AAN team

**External Relationships:** The Media, project partners, donor, Partners, INGO Community and other stakeholders.

**Persons Specifications**

Attributes/Skills	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• First degree in Communications, Socials Sciences or Arts/Humanities</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years work experience 2 of which should be in communication field in the development sector</li> <li>• Website development and digital communications experience</li> <li>• Capacity building experience including training and facilitating</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with the media</li> <li>• Familiarity with popular media sector and previous relationship with same</li> <li>• Experience in digital campaigning and youth mobilization</li> </ul>
<b>Skill Abilities</b>	<ul style="list-style-type: none"> <li>• Online i.e., website management and digital communications</li> <li>• Understanding of the role of advocacy work and communication in development.</li> <li>• Strong communication and writing skills</li> <li>• Ability to provide practical solutions within set deadlines.</li> <li>• Good computer skills especially in the use of publishing tools</li> <li>• Multi-tasking skills</li> <li>• Public Speaking skills</li> <li>• Excellent planning and prioritisation skills</li> <li>• Strong interpersonal skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A person of integrity</li> <li>• Creative and takes initiative</li> <li>• Able to work effectively in a diverse team environment</li> <li>• Willing to work additional hours at crucial times.</li> <li>• A self-motivated person able to work without close supervision</li> <li>• Effectively promote AAN's mission values, and objectives</li> </ul>	

Signed by: \_\_\_\_\_

**Digital Communications Officer**

Signed by: \_\_\_\_\_

**Communications Coordinator**