



JOB ADVERT

POSITION: COMMUNICATIONS AND OUTREACH ASSISTANT

LOCATION: NAIROBI, KENYA

DURATION: 9 MONTHS

Background

The CAADP Non-State Actors Coalition (CNC) is a platform for African Non-State Actors engaged in agriculture, comprised of food producers, pastoralists and fisher folks' organizations, civil society, private sector, women, smallholders, youth, media, and academic organizations. Through this platform NSA coordinate their support for the Comprehensive Africa Agriculture Development Programme (CAADP) agenda. The goal of the CNC is to contribute to ending hunger and malnutrition in 2025 through enhanced agricultural production and productivity, policy implementation and responsible investments in African Agriculture. The CNC's objectives include:

1. To create awareness on sustained and improved CAADP implementation through effective participation of NSAs at all levels of CAADP implementation
2. To advocate for policy reform towards effective CAADP implementation in line with the 2014 CAADP Malabo Declaration
3. To strengthen systems and mechanisms of coordination for effective participation of NSAs in the CAADP implementation process

Since 2010 CNC has been operating as a loose network of NSA with the aim of contributing a unique NSA aspect to CAADP Implementation, until it was fully launched at the 12th CAADP Partnership Platform on 27th March 2015 by Her Excellency Rhoda Peace Tumusiime, Commissioner for Department of Rural Economy and Agriculture of the African Union. The CNC has since its launch in 2015 been able, with support from USAID Africa Lead/ US Government Feed the Future Program, and its members, to mobilize and build the capacity of NSAs, and develop institute coordination mechanism for NSAs actively engage in, and influence, numerous advocacy and policy events within the CAADP process.

The CNC is currently housed for an interim period within the Headquarters of the Agency for Cooperation and Research in Development (ACORD) in Nairobi, Kenya.

Job Purpose

The Communication and Outreach Assistant's role is to support the CNC Coordinator in developing and implementing the CNC communications and outreach strategy. This will span the entire range of needs associated with amplifying the reach and visibility of the coalition's activities.

Job Description

The primary duties of the CNC Communications and Outreach Assistant are to Support the CNC Coordinator as follows:

- Implementation of an effective communications and outreach strategy for the CNC, taking into account the different communication support needs that the coalition members may have at both the national and continental levels

- Ensure effective communications and outreach to the coalition’s members and partners for purposes of ensuring the smooth management of programs and activities, fundraising and partnership building activities, external relations or event organization;
- Management of the CNC communications and information sharing platforms, including through the monitoring of online discussion forums and updating of online platforms (i.e. CNC website, twitter, facebook, linkedin, etc. pages);
- Drafting press announcements, press releases, position statements, and responding to media inquiries related to the work of the CNC
- Management of communication and outreach to coalition members, including through the timely dissemination of the coalition’s messages to its members and partners in both English and French Languages;
- Editing and formatting of publications of the coalition (including reports and newsletters), in close collaboration with service providers
- Translation of short documents from English to French from time-to-time
- Undertake any other reasonable duties, that may be assigned by the CNC Coordinator

Competencies and skills requirements:

- University education/ qualification in development communications, journalism, media studies, social and cultural sciences or an equivalent combination of relevant training and experience
- Genuine interests and/ or knowledge of communications management and Information Technology including data visualization tools and graphic design
- Written and spoken proficiency in English and French Languages is very desirable, especially with written translation and interpretation experiences.
- Good computer competencies
- Good Interpersonal skills for interactions with coalition members located in the different African countries as well as coalition partners across the world;
- A strong commitment to develop, promote, and practice CNC vision, mission, values, and strategy
- The Applicant should be legally resident in Kenya

REMUNERATION: **A competitive Salary Package will be offered commensurate with skills and experience**

Apply to:

**The Coordinator, CAADP NSA Coalition (CNC)
C/O ACORD, ACK Garden Annex,
P. O. Box 61216, 00200, NAIROBI, KENYA
Tel: +254 20 2721172, 2721185/86**

To apply, please forward you Curriculum Vitae and cover letter to recruit@acordinternational.org and CC recruit@cnafrica.org and with the Job Title in the Subject Box.

The CNC is an equal opportunity employer.

Closing Date: 11th May 2017

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED