



# MOJAZ Foundation

## JOB DESCRIPTION

### 1-BASIC INFORMATIONS

<b>Job Name</b>	Program Officer-Media & Communication	<b>Department</b>	Monitoring & Communication
<b>Job Cadre</b>	Professional	<b>Job Grade</b>	03 (Tier 01)

### 2-JOB DUTIES & RESPONSIBILITIES

- Compile regularly updated promotional material describing MOJAZ projects and programmes for various audiences and for posting on the organization' s web site, e.g., stories, case studies, Project profiles/reports, organizational profile and photos.
- Conceives ideas from the documents/information provided for preparing visibility materials
- Proofread and edit publications.
- Prepare visibility material for projects as and when required.
- Prepare project communication strategies as and when required.
- Compile Monthly, Quarterly, Annual Report, and brochures & newsletters.
- When requested, organize press briefings and public events.
- Build the capacity of implementing staff to contribute to development of promotional materials including newsletters, beneficiary interviews/case studies.
- Liaising with all relevant Project/programme staff to ensure information for all reporting requirements is obtained in a timely manner.
- Maintaining a record of all reports issued and documentation created.
- Support Programme and project staff in organizing and managing trainings, exposure visits, seminars, workshops, press conferences and field visits as required.

#### Skills/Qualification:

- Holder of Master's Degree in communication studies or its equivalent to the relevant field
- Minimum of 3 years working experience in development sector and have a solid knowledge about development issues
- Experience in reporting and communications in a Project environment.
- Good team spirit and open communication skills.

- Well organized, diligent and proactive
- Able to work with people at all levels across the programme /project hierarchy.
- Strong communication skills, that is the ability to effectively present ideas, both verbally and visually
- Strong organization skills, attention to detail and the ability to work under pressure and deadline-oriented
- Willing to undertake regular field visits and interact with community members and different stakeholders;
- Computer skill particularly Microsoft Word, Excel, ACCESS, Power Point;
- Good oral and written communication and interpersonal skill;
- Proficiency in English, both verbal and written.