

Terms of Reference

Bi-Lingual Communications Assistant (Short term contract)
February 2020

About AWDF

The African Women's Development Fund was established in June 2000, as an Africa-wide philanthropic, grant making initiative to support the realisation and fulfilment of African women's rights through funding of autonomous women's organisations on the continent. AWDF believes that if women and women's organisations are empowered with skills, information, sustainable livelihoods, opportunities to fulfil their potential, plus the capacity and space to make transformational choices, then we will have vibrant, healthy and inclusive communities. To achieve this, AWDF mobilises financial, human and material resources to support local, national, and regional initiatives for transformation led by African women. AWDF is mandated to fund in all 54 African countries.

AWDF's current strategic plan "*Shaping the Future*" (2017-2021) focuses the organisations work around investments to build the best possible future for women in Africa. As an organisation AWDF is committed to changing the narrative around Africa women, and highlighting African women's agency, expertise, leadership and ability to transform societies towards justice.

PURPOSE

AWDF requires the services of a Bi-Lingual Communications Assistant for a short term contract. This is to provide support to the Communications unit in view of the scaling up of its activities, and also to provide a maternity cover for the substantive staff.

The key responsibilities will include the following:

- Develop content for AWDF managed websites and social media pages with a focus on French language content
- Assist in compilation of publications including newsletters, brochures and other AWDF communications and learning material
- Track media mentions of AWDF and key stakeholders in French and generate reports as required
- Provide support in organising events
- Provide translation support to other departments

DELIVERABLES

Provide support in the Communications unit as outlined above, and provide monthly reports on work done.

LOCATION

AWDF Offices
Justice Sarkodie Addo Avenue
East Legon, Accra - Ghana

CONSULTANT'S PROFILE

Educational background: University degree in Communications, Journalism, Social Science, Business Administration or similar discipline

Competencies:

Fluency (written and spoken) in English and French

Knowledge of graphic design will be an asset

Excellent communication skills - written and oral

Good knowledge of key social media platforms (including Twitter, Facebook, Instagram)

Ability to prioritise work to meet goals and objectives within acceptable time frame

Sound knowledge of women's rights issues

Work experience: At least two years of experience in the field of public information, online marketing or similar environment

DURATION OF THE ASSIGNMENT

The assignment shall be for a period of 6 months.

HOW TO APPLY

Send a detailed CV plus cover letter to consultants@awdf.org (ref Communications Assistant) by the 28th February 2020