**VACANCY**

**JOB DESCRIPTION**

The Communications Assistant (Francophone) will support the Communications and Fundraising Specialist in the execution of communications initiatives and programmes aimed at increasing the reach, impact and visibility of AWDF by expanding our communications in French. Fluency in both English and French is essential. The Communications Assistant will be expected to produce both written and spoken communications in English and French, with a focus on French. They will also oversee the external translation of key communications products as needed, including checking translations for appropriate terminology in relation to women’s rights.

**KEY RESPONSIBILITIES:**

* Develop content for AWDF managed websites and social media pages with a focus on French language content
* Assist in compilation of AWDF newsletter and production of French language translation
* Track media mentions of AWDF and key stakeholders in French and generate reports as required
* Assist in development and production of promotional or informational material, including grantee stories and other AWDF learning based products
* Assist in compiling departmental reports
* Provide support in organising events
* Update Social media platforms, including posting in French, and respond to queries and posts from the public
* Assist in the development of materials associated with organisational fundraising activities
* Work on specific activities with other AWDF departments including Grants, Knowledge Management and the office of the CEO. This may include support as requested in relation to French translation

**MINIMUM QUALIFICATIONS:**

**Education**:

University degree in Communications, Journalism, Social Science, Business Administration or similar discipline.

**Experience**:

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

**Necessary skills:**

Fluency in both written and spoken English and French

Experience in utilizing content management systems (WordPress) for websites

Knowledge of graphic design will be an asset

Excellent writing skills

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

Sound knowledge of women’s rights issues

All AWDF staff are expected to be committed to the promotion and achievement of African women’s rights. The post holder will be expected to have knowledge/experience of women’s rights and to uphold AWDF values, including integrity, respect, inclusiveness and fairness, and as highlighted in the Charter for African Feminists (www.aff.org)

Qualified candidates should send a written application (2 pages) and a CV of not more than 2 pages to the Human Resources Manager, African Women’s Development Fund (AWDF), Justice Sarkodie-Addo Avenue; Plot #78 Ambassadorial Enclave, East Legon, Accra. P.M.B CT 89, Cantonments Accra, Ghana. Copies of applications should be sent by email to grace@awdf.org indicating ‘Communications Assistant (Francophone)’. Applications should reach the HR not later than May 19, 2017. **Only shortlisted candidates will be contacted for additional information and interviews.**