Background

The African Women’s Development Fund (AWDF) is a pioneering grantmaking foundation headquartered in Accra, Ghana. AWDF was founded by and for African women. Since its founding in 2001, AWDF has continued to support a growing portfolio of grants to leading women’s rights organisations and feminist movements across Africa, while also supporting knowledge generation, capacity building, movement building and donor advocacy around African women’s activist histories, movement resourcing needs, and more recently, feminist futures.

Job Summary

Reporting to the Communications & Fundraising Specialist, the Communications Officer will support the development and implementation of the communications strategy with specific focus on French speaking countries in Africa. Primary responsibilities will include 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 Officer will be expected to produce communications material in English and French, and also oversee the translation of key communications products as needed.

Specific Duties will include:

• Contribute to the development and implementation of the Communications strategy
• Contribute to increasing the visibility of the work of AWDF and its partners, particularly in French-speaking African countries;
• Identify and implement creative and impactful ways to amplify the work led by AWDF Programme, Partnerships and Resource Mobilisation teams, including through communications campaigns and events, speaking opportunities, etc.;
• Represent AWDF in internal or external, local or international events and activities as required.
• Engage AWDF’s key audiences by developing content (articles, stories and features, posts) for AWDF-managed websites and social media pages with a focus on French language content;
• Contribute to monitoring relevant communications initiatives, dynamics and developments in the sectors that are relevant for AWDF’s communications work (feminist movements, women’s rights organisations, philanthropy, etc.), and identify/leverage opportunities for engagement;
• Conceptualise and implement campaigns and other initiatives to leverage key calendar opportunities (e.g. International Women's Day, conferences, etc.) or amplify AWDF messages or initiatives.
• Identify, create and build on opportunities to grow AWDF’s French-speaking audiences across Africa;
• Lead on AWDF’s engagement with French-speaking audiences on social media and other platforms, including social media community management, posting and responding to queries and posts from the public;
• As needed, support with the management of AWDF’s English language social media platforms.
• Assist in development and production of promotional or informational material, including grantee stories, newsletters, brochures.
• Monitor the output of print, online and broadcast media reports on AWDF and generate reports as required;
• Contribute to the development of the Communication Team’s AWDF-wide workplan and periodic reports;
• Contribute to learning initiatives within the Communications team and AWDF more generally;
• Contribute to the development and dissemination of materials to support AWDF’s resource mobilisation initiatives.
• Take active part in cross-team internal initiatives and committees
• Promote AWDF’s values and principles which include a feminist ethos, equality, collaborative ways of working, team-work and positive interaction with diverse staffing and stakeholder groups

Qualification
• Minimum education level is a first degree in Communications, Journalism, Social Science or related field
• At least 5 years relevant work experience, ideally with a women’s rights, human rights or development civil society organisation

Essential Knowledge and Experience
• In depth understanding of feminism and strong commitment to social justice, women’s rights and social change in Africa
• Possess excellent skills in: Microsoft Office (Word, PowerPoint, Outlook, Excel) and Content Management Systems (WordPress).
• Excellent spoken and written English and French
• Graphic design, photography and/or videography experience a plus
• Strong interpersonal skills and experience working effectively in teams and cross-cultural settings
• Highly collaborative, high energy and adaptable team player who demonstrates the values and principles of feminism and social justice

TOR: Communications Officer, February, 2022
● Digitally savvy with a good knowledge of key social media platforms
● Proactive and able to work with minimum supervision
● Willing and able to travel within Africa/ internationally
● Willingness to work flexible hours, occasionally outside of regular working hours

Job Location

Either Accra – Ghana, or remotely from any country on the African Continent.

How to Apply:

Qualified and interested persons should send a cover letter indicating their relevant skills and experience and CV of not more than 3 pages by email to: The Human Resources Manager at jobs@awdf.org with application for the position being applied for indicated as the subject line.

Applications for the vacancies should reach AWDF no later than 18th February, 2022. Only short-listed candidates will be contacted for additional information and interviews.

In line with AWDF’s Mission, qualified African women based on the African continent are encouraged to apply.