

TITLE OF THE POSITION: Communication Assistant

ROLE PROFILE

The Forum for African Women Educationalists (FAWE) is a pan-African non-governmental organisation that is headquartered in Nairobi, Kenya with a network of 34 National Chapters spread all over Africa, to promote gender equity and equality in education in Africa by fostering positive policies and attitude towards girl's education. FAWE is seeking to recruit a high calibre, and results-oriented individual with integrity to partner with a dynamic professional team in the position of **Communication Assistant (French language specialist). Duty station will be in Dakar- Senegal.**

KEY RESULT AREAS

The **Communication Assistant** expected to contribute directly to the achievement of FAWE's communication strategy and overall Strategic Plan 2019 – 2023 and will support the communication department in carrying out documentation, production and dissemination of high quality publications within the organisation. The Communication Assistant will also be responsible for building the capacity of the colleagues (at the WASRO regional office and the National Chapters) in communication, especially social media and as well support in internal translation function that is French to English and vice versa.

The post holder will report to the hierarchically to the WASRO Coordinator. S/he will however be expected to technically work closely and provide support to the communication officer to ensure smooth coordination of communication within the WASRO region and linkage to FAW Regional Secretariat.

KEY ACTIVITIES

Specifically, the Communication Assistant will:

- Support in development of communication materials include regular newsletters, electronic and print publications, mainly in French.
- Coordinating communication between FAWE RS and Francophone National Chapters Staff.
- Responsible for managing FAWE's website (French translated section) and ensuring that it is vibrant, interactive, and its content is regularly updated to showcase FAWE's work and impact.
- Support the WASRO Office and National Chapters' communication and as well build their capacity in Communication, especially social media
- Support in drafting high level speeches as well as, reviewing other speeches and/or translation of documents such as position papers and power point presentations.
- Reviewing and editing FAWE reports, proposals, articles and presentations for content, language and uniformity of formatting/layout before printing. In addition, provide a summarized version of the content in English, ensuring translated texts conveys original meaning.
- Responsible for internal translation and interpretation function (French to English and vice versa) of FAWE. This includes translation of internal documents such as emails, letters and speeches.
- Coordination of approved translators and interpreters (French to English and vice versa) ensuring that the service provided is of high standard (quality assurance).

COMPETENCIES REQUIRED

- A Bachelor's Degree in social sciences, development studies, communication, journalism, education or related fields.
- Mastery of writing and editing of text and content development
- **MUST** have qualification in French language: excellent French oral communication, writing, editing, proofreading and presentation, skills with the ability to identify grammar, spelling and punctuation errors;
- Proficiency in English language is a must;
- Work experience in translation (French / English) or similar role.
- Have experience in developing and implementing communication strategy.
- Experience in managing social media sites and media relations
- Experience in Website management
- Experience in managing donor communication budget
- Proficiency with MS Office Suite.
- Basic knowledge of graphic design will be an added advantage

ORGANISATIONAL STRUCTURE (WORKING RELATIONS)

Reports to: WASRO Coordinator

PERSON SPECIFICATION

1. Must be willing and able to travel periodically.
2. Be methodical, creative, resourceful, flexible, results-oriented, and able to deliver under pressure and with minimum supervision
3. Interpersonal and intercultural skills. Have ability to work in multicultural settings and connect with a variety of people, especially within media circles and FAWE Chapters.
4. Demonstrates knowledge of proper compositional practices in writing and proofreading.
5. Ability to synthesis large amounts of information and statistical data
6. Have research, analytical, and problem-solving skills
7. Excellent phone and email etiquette