



FAWE Forum for African Women Educationalists
Forum des éducatrices africaines

Communication Assistant (French language specialist)

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.**

The Role

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 Communication Officer. S/he will however be expected to work closely and provide reports to the WASRO Coordinator to ensure smooth coordination of communication within the WASRO region and linkage to FAW Regional Secretariat.

Responsibility

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).



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Qualification, Experience and Requirements

- 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

The offer

FAWE offers an attractive remuneration and benefits package. If your career aspirations match this exciting opportunity, please submit your application addressed to FAWE Executive Director to the following email address; recruitment@fawe.org with the subject line "**Application Communication Assistant**", not later than **5.00 pm on 20th April, 2021**. The application must have a Cover letter indicating your salary expectation and CV indicating three references. **Only applications received online will be considered.** A detailed job profile can be accessed on www.fawe.org. **Only those selected for the interview will be contacted.**