

JOB ADVERTISEMENT

FAWE: MULTIMEDIA COMMUNICATIONS ASSISTANT

About FAWÉ

The Forum for African Women Educationalists (FAWE) is a pan-African non-governmental membership organization that operates through 34 National Chapters to promote gender equity and equality in education across Africa by fostering positive policies, practices, and attitudes towards girls' education. For over three decades, FAWE has been at the forefront of transforming education systems to ensure that girls and young women have equitable access to quality education, skills development, and leadership opportunities.

Overview of FAWÉ Podcast Studio

As part of its commitment to strengthening strategic communication, advocacy, and digital engagement, FAWE is establishing **FAWE Studio**—a multimedia production platform dedicated to amplifying African voices on girls' education and gender equality.

FAWE Studio will produce podcasts, interviews, documentaries, and other digital content that showcases programme impact, influences policy dialogue, supports resource mobilisation, and strengthens engagement with partners, donors, alumni, and communities across Africa.

The studio will serve as a long-term communication and knowledge-sharing platform, producing content from the FAWE Regional Secretariat as well as during major events, programme activities, and field missions across the continent.

Position Summary: FAWE seeks to recruit a Multimedia Communications Assistant on a one-year fixed-term contract to support the establishment and day-to-day operation of FAWE Studio.

Working as part of the Communications Unit, the successful candidate will support podcast production, multimedia content creation, digital storytelling, social media engagement, and studio operations. The role offers an exciting opportunity for a creative communications professional to contribute to one of FAWE's flagship communication initiatives while gaining hands-on experience in multimedia production and digital advocacy.

Contract Type: This position is offered on a fixed-term contract.

Location: FAWE Regional Secretariat, Nairobi, Kenya. The position may require occasional travel within Africa to support multimedia production during programme activities and regional events.

Reporting to: Senior Communication Officer.

Functional Relationships: All Units within FAWE, FAWE's 34 National Chapters, Civil Society Organizations, and regional and sub-regional policy bodies, among others.

Key roles and responsibilities:

The Multimedia Communications Assistant will support the production and management of multimedia content for FAWE Studio and the organization's broader communication portfolio.

Podcast Production

- Support the planning, coordination, and production of podcast episodes.
- Assist with recording, filming, lighting, and audio setup.
- Operate studio equipment during recordings.
- Edit audio and video content for publication.
- Prepare podcast show notes, captions, and promotional materials.

Multimedia Content Production

- Produce short videos, reels, and other digital content for FAWE's communication platforms.
- Support photography and videography during events and programme activities.
- Organize and maintain multimedia archives.

Digital Communication

- Support publication of podcast episodes across YouTube and podcast platforms.
- Create social media content to promote podcast episodes.
- Monitor audience engagement and prepare monthly analytics reports.
- Support community management across FAWE's digital platforms.

Studio Operations

- Assist in maintaining podcast equipment.
- Coordinate recording schedules and guest logistics.
- Ensure studio readiness for all recordings.
- Support live recording during conferences and major events.

General Communication Support

- Support implementation of communication campaigns.
- Assist in production of communication materials.
- Perform other communication-related duties as assigned.

Qualification Requirements

- A bachelor's degree in Communications, Journalism, Digital Media, Public Relations, Marketing, Film Production, or a related field.
- At least three (3) years of relevant professional experience in multimedia communication, digital media, podcast production, videography, or content creation.
- Demonstrated experience in video editing and basic audio editing.
- Experience managing social media platforms and digital campaigns.
- Knowledge of photography and multimedia storytelling.
- Experience using editing software such as Adobe Premiere Pro, Adobe Audition, DaVinci Resolve, CapCut Pro, Canva, or similar applications.
- Experience operating cameras, smartphones, lighting equipment, and audio recording equipment will be an added advantage.

Core Competencies

The successful candidate should demonstrate:

- Excellent storytelling and content development skills.
- Creativity and innovation in digital communication.
- Strong video editing and multimedia production skills.
- Excellent organizational and time management skills.
- Ability to manage multiple assignments simultaneously.
- Strong interpersonal and communication skills.
- High attention to detail and commitment to quality.
- Ability to work independently and within multidisciplinary teams.

Personal Attributes

The ideal candidate should be:

- Creative and passionate about digital storytelling.
- Curious and eager to learn new technologies.
- Self-motivated and proactive.
- Flexible and adaptable in a fast-paced environment.
- Committed to FAWE's mission and values.
- Comfortable working in multicultural and multidisciplinary environments.

Languages

- Fluency in English is required.
- Working Knowledge of French would be an added advantage.

Diversity & Inclusion

FAWE is an equal opportunity employer dedicated to fostering diversity, equity and inclusion. We warmly welcome applications from qualified individuals of all genders and from diverse cultural, social and professional backgrounds across Africa.

Application Procedure

Review of applications will begin as soon as they are received, and only complete applications will be reviewed. If an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible opportunity. Please submit your application through the link; <https://forms.cloud.microsoft/r/i0JMRn8k0W> by the latest **7th August 2026**. Kindly ensure that your application document link is accessible and can be opened without restrictions.