



## **VACANCY – ASSISTANT PROGRAMME OFFICER – ADVOCACY AND COMMUNICATION**

The Independent Medico-Legal Unit (IMLU) is a governance, health and human rights non-profit organization, whose vision is A World Free from Torture, Violence and Discrimination. Our work is underpinned by a holistic approach involving litigation, medical and psychosocial rehabilitation of survivors of torture, monitoring government adherence to its human rights obligations and advocacy for policy, legal and institutional reforms. Over the last two decades, we have assisted over 5,000 victims of torture, cruel, degrading and inhuman treatment through the support of our national networks of professionals: doctors, trauma counselors, lawyers, human rights monitors and journalists.

To support IMLU's Vision 2021 that entails strengthening the social movement against torture, violence and discrimination, we are looking for a highly motivated individual for the role below.

<b>Job Title</b>	Assistant Programme Officer – Advocacy and Communication
<b>Location</b>	Nairobi with frequent travel
<b>Reports to</b>	Programme Officer - Advocacy and Communication
<b>Duration</b>	1 year
<b>Required</b>	Immediate

### **The Overall Purpose of the Function**

The job holder will be responsible for the organization's effective communication with different target audiences, assist in editing and issuing press releases, and arranging media interviews, respond to media enquiries/requests, development of content, regularly updating the organization's website, running robust social media campaigns, and assist with the production of publicity materials, including newsletter, leaflets and posters and maintain the organization's Resource Center.

## **Description of Main Duties or Tasks Performed by the Job Holder**

### **A. Media monitoring & review:**

- a) Review and monitor print, broadcast and on-line media coverage of IMLU and report on issues of interest and importance to the organization.

### **B. Media engagement:**

- a) Arrange timely responses to specific media enquiries and provide them with information regarding IMLU and its work.
- b) Coordinate/Organize press conferences.
- c) Provide media with updates on ongoing/upcoming court cases

### **C. Networking & Partnerships:**

- a) Coordinate relevant communication-related community and networks' outreach activities.
- b) Engage network of professionals and keep them abreast on IMLU's activities.

### **D. Knowledge Management:**

- a) Maintain, update and manage the organization's website and social media platforms.
- b) Maintain and update IMLU's contact database for local and international networks and partners.
- c) Writing articles for internal and external publications
- d) Design internal organization newsletter and other publications
- e) Manage the IMLU's Resource Center.
- f) Maintain records of media coverage and provide monthly analyses.

### **E. Client Management:**

- a) Pitch client stories for media consideration for publication/broadcast.
- b) Highlight success stories and upload on the website.

### **F. Program planning & reporting:**

- a) Support in developing the Advocacy and Communications department/institutional work plan.
- b) Support in generating the Advocacy and Communications reports and for the annual report.
- c) Assist in developing media releases and speeches
- d) Support in fundraising and donor reporting.

**Any other duty assigned from time to time.**

## **Skills**

### **Technical Skills, and Knowledge**

- a) Professional/Technical qualifications – Undergraduate/Post Graduate in Communication related field (Communication, Journalism, Public Relations or Information Science or related field. Experience in and a qualification in Digital Marketing will be an added desirable attribute and advantage.
- b) Demonstrated ability to analyze and communicate complex information to a wide audience including non-technical audiences.
- c) Demonstrated ability to work independently and as part of a team, providing strategic advice and support at a range of organizational levels.
- d) Excellent communication and organizational skills: writing and presentation skills.
- e) Demonstrated ability to manage large amounts of complex information, to produce clear, well written summaries and story lines and to package these in attractive accessible formats.
- f) Demonstrated ability to identify and produce compelling human interest stories.
- g) Good computer literacy skills including knowledge of digital media.
- h) Photography, video production and editing skills.
- i) Proven influencing, negotiating and interpersonal skills in a range of contexts and for multiple audiences.

### **Knowledge**

- a) Expert knowledge of the programme context and communications environment in Kenya.
- b) Demonstrable knowledge of communications/media in human rights settings.
- c) Expertise in the use of a range of social media tools.
- d) Knowledge of governance, human rights and legal issues preferable
- e) Knowledge of desktop publishing software (InDesign/Photoshop or related software)

## Experience

- a) At least two (2) years' experience of working in a communications, public relations or media role.
- b) Demonstrated ability to manage multiple, simultaneous projects, to prioritize work and meet deadlines.
- c) Demonstrated experience of campaign design and management and the use of social and mass media for advocacy.
- d) Experience in community mobilization, organization and advocacy programmes.
- e) Experience in working with the media to give visibility and voice to victims and reform issues.
- f) Experience in desktop publishing software (InDesign/Photoshop or related software) an added advantage

If you believe you are passionate and committed to human rights and have the experience and qualifications we are looking for, please send your application letter and CV, including your **current salary, expected remuneration, three professional referees** and **day time telephone contacts** to: [jobs@imlu.org](mailto:jobs@imlu.org) with the subject matter **ASSISTANT PROGRAM OFFICER– ADVOCACY AND COMMUNICATION** by **4pm, Friday, 7<sup>th</sup> February, 2020**.

For further details log onto IMLU website: [www.imlu.org](http://www.imlu.org)

***Disclaimer:-**Only shortlisted candidates will be contacted directly; IMLU is an equal opportunity employer; IMLU considers all applicants on the basis of merits without regard to sex, religion, sexual orientation, age, marital status or disability.*