

Communication Officer

Communication officer is a position within the Department of Information and Knowledge Management (DIKM) in CETRAD. The communication officer will be directly answerable to the ICT Technical manager and web developer. The person will be expected to assist in day-to-day communication work within the department whose main function is organizing and maintaining knowledge and information dissemination through various communication channels.

The person will be responsible for reporting and informing the general public/stakeholders/users on; events, project activities, services offered, and any changes in the state of affairs of CETRAD through different communication channels to reach the majority of our clients and partners. Some of the communication channels used include; websites (both CETRAD and SHIP), E-mail and cloud services like Dropbox, Social media networks like Twitter, Facebook, Instagram, LinkedIn, and so on (updating & monitoring), preparing media release bulletin, seasonal Newsletters, Notice Board updates and banners for seminars and workshops, report writing and publication among others.

The direct responsibilities include;

- ✓ Reviewing reports and documents generated by previous projects and activities to advise and produce materials for dissemination to end users of CETRAD data and information at different levels including policy and practice.
- ✓ Recording and reporting of internal and external events related to CETRAD function through existing communication channels (video & audio recording & editing, photography & image processing among others).
- ✓ Preparation of relevant materials to upload into websites for informing users especially within the document repository module of SHIP. This is in liaison with the Data Manager and ICT Manager.
- ✓ Keeping a record of all ongoing projects activities and monitoring the progress for reporting purposes. This will entail liaising with the administration office, project leaders, and accounts office. The officer will advise on the best practice to execute this activity.
- ✓ Maintenance and updating of all publicity materials around the vicinity of CETRAD offices in liaison with relevant departments. This will include; notice boards, posters, signboards, Neon Lights, etc.
- ✓ Preferred hands-on experience in web mapping, scripting and database management (PostgreSQL, MySQL)
- ✓ The person will also be assigned other duties as an associate research scientist in areas relating to the functions of DIKM including; i) Information and data review and updating; ii) External data and information sourcing; iii) CETRAD Information Documentation and Management Unit services; iv) Preparation of training materials and v) Field Surveys.

The person to fill this post should be a university graduate qualified in the field of communication science, ICT, or any other relevant degree. The person must have at least three years of post-training experience in a similar position. The person must be ready to learn and demonstrate a strong interest and understanding in web development, information dissemination, and the use of cloud and mobile phones applications. Although not a requirement, a Master degree in Development Communication will be an added advantage.

All interested and qualified persons to submit their application to cetrad@cetrad.org Only shortlisted candidates will be contacted. Application deadline: 12th November 2021