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| **TITLE:  Information and Communication Media** |
| **TEAM/PROGRAMME:** USAID Advancing Nutrition (AN) and Programme Development and Quality (PDQ)  | **LOCATION:** Nairobi with frequent travel to project sites in **Kitui, Kisumu and Kakamega** |
| **GRADE**: 3 | **CONTRACT LENGTH:** One year  |
| **CHILD SAFEGUARDING:**Level 3: The responsibilities of the post may require the post holder to have regular contact with or access to children or young people. |
| **COMPANY PROFILE** Save the Children is the world’s leading independent organisation for children. We work in 120 countries. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We have over two million supporters worldwide and raised 1.6 billion dollars last year to reach more children than ever before, through programmes in health, nutrition, education, protection and child rights, also in times of humanitarian crises. By mid-2013 most of our international programmes had started delivering through a merged operation with 14,000 staff, managed through seven regional hubs and reporting to a relatively small, central office. We initiated this change management process in order to become more efficient, more aligned, a better partner, a stronger advocate, a magnet for world-class people and relevant for the 21st century.USAID Advancing Nutrition is the Agency’s flagship multi-sectoral nutrition project, led by JSIResearch & Training Institute, Inc. (JSI), and a diverse group of experienced partners, **including Save the Children**. Launched in September 2018, USAID Advancing Nutrition implements nutrition interventions across sectors and disciplines for USAID and its partners. The project’s multi-sectoral approach draws together global nutrition experience to design, implement and evaluate programs that address the root causes of malnutrition. Committed to using a systems approach, USAID Advancing Nutrition strives to sustain positive outcomes by building local capacity, supporting behaviour change and strengthening the enabling environment to save lives, improve health, build resilience, increase economic productivity and advance development.USAID Advancing Nutrition’s work in Kenya started in August 2020 and supports the USAID/Kenya and Government of Kenya’s multi-sectoral nutrition agenda at the national level, and provides support and guidance to implementation at the county level( Kakamega,Kitui and Kisumu). The activity supports capacity strengthening efforts for local organizations, amplification of the voices of the vulnerable at county and national levels, and capacity strengthening of stakeholders to advocate for improved nutrition for the most vulnerable.  |
| **ROLE PURPOSE:**The Information and Communication Officer role will work closely with the USAID Chief of Party and the Communications and Media Manager to leverage programs success and operations by positioning USAID Advancing Nutrition and Save the Children as a lead source of information about Multisector Nutrition and children .In this role you will work closely with colleagues within USAID Advancing Nutrition to support the provision of excellent information and communications on our USAID AN programmes for both internal and external audiences. You will work with colleagues across the organisation to prepare for communications needs for USAID AN and help raise visability through rolling out updated communications toolkits and creating plans to overcome gaps in communications capacity. The Information and Communication Officer will monitor the communication implementation strategies envisaged by USAID AN.  **Reports to:** Communications and Media Manager with a dotted line to the USAID Advancing Nutrition Chief of Party.**Staff reporting to this post:** 0 |
| **KEY AREAS OF ACCOUNTABILITY:****Communication and Information:*** Support in the development and preparation of communication materials, fact sheets, brochures, newsletters and other publications.
* Maintain a database of available success stories from the countries
* Support in the development of USAID Advancing Nutrition annual reports and profiles
* Develop, edit and disseminate case studies and success stories and maximize their use;
* Participate in communication planning and briefings as well as implementation.
* Assist in planning and implementing new communication initiatives
* Support in managing media visits and member office requests
* Editing media-related materials that will effectively communicate the work of USAID Advancing Nutrition.
* Support in content to be used in speech writing for media and external engagement
* Support the Communications and Media Manager in drafting press releases and feature articles, success stories, selection of pictures, and preparation for trainings related to activities/events
* Work with project teams to create and regularly update project profiles
* Work closely with the program teams on the design and production of campaign materials for maximum impact
* Identify new innovative ways to communicate with advocacy, operations and programme colleagues to identify information gaps on the ground
* Ensure all information for external use presents accurate information and appropriate images, and does not put USAID and Save the Children at risk
* Available for travel to the field sites to collect case studies and undertake photography commissions

**Capacity Building*** Provide support to the country USAID AN staff as required
* Build the capacity of USAID AN staff in story gathering (for case studies to be shared with donor partner), photography, media training and information management as required.

**Multi-Media** * In coordination with line manager, undertake multi-media commissions to a high standard, to accompany compelling case studies particularly on USAID AN work around child protection, health and nutrition, food security and livelihoods, education. Facilitate film/photo commissions in liaison with response teams and global film/photo team.
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| **BEHAVIOURS (Values in Practice**) **Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for save the children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, Encourages Openness And Transparency; Demonstrates Highest Levels Of Integrity
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| **QUALIFICATIONS AND EXPERIENCE****Essential** * Degree in relevant field such as mass/media communication/international relations/journalism, social sciences or any relevant studies.
* At least 4 years’ experience in a similar role or in media and communication position.
* Proven experience of developing and managing the production of communications materials for INGOs or other similar organisations.
* Can produce accurate, clear and consistent information and communication outputs relating to both programme support – including key messages, Q&A’s and factsheets, case studies, press releases, media statements, briefs amongst others
* Evidence of excellent English verbal and written communication skills for a wide range of different audiences including donors, journalists and the ‘general public’. Ability to strategically target a wide range of audiences is essential.
* Excellent relationship-building skills in order to work across all field offices
* Understanding how to manage strategic media engagement in politically-sensitive environment.
* Proven ability to work with communities and partners to gather case studies, testimonies and information on programmes and activities.
* An initiative-taking, proactive, inspiring attitude with the ability to manage and prioritise an unpredictable workload and solve problems quickly with limited support;
* Ability to draft materials, fact check, proofread, and edit;
* The ability to support the team in high-pressure situations, with changing deadlines and priorities
* Excellent media relations with an ability to flawlessly pitch stories to the media
* Event management

**Desirable*** Prior experience working with USAID or an INGO
* Photography (taking and editing) and graphic design skills. Experience with design and audio-visual software is an advantage;
* Experience of delivering training, presentations and other capacity building activities to varied audiences
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| **Additional job responsibilities**The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | **Date:** |
| **JD written by:** Diana Maweu - Communication Manager | **Date: 7th November, 2022** |
| **JD agreed by: Peter Milo-COP** | **Date:**  |
| **Evaluated by:** | **Date:** |