



## WOMEN AGAINST VIOLENCE AND EXPLOITATION IN SOCIETY(WAVES)

### JOB VACANCY- COMMUNICATIONS OFFICER

<b>Job Title:</b>	<b>Communications Officer</b>
<b>Reports to:</b>	Programme Manager
<b>Direct reports:</b>	None presently (but could change in future)
<b>Liases with:</b>	<p>– Founder &amp; Director, Program Manager.</p> <p>– Programme and Project Coordinators, Gender and Advocacy Advisor, M&amp;E Officer; key support systems staff.</p> <p>– Advocacy and Communications focal persons in partner organizations.</p>
<b>Job Location:</b>	Bo, with significant travel to operational communities as required.
<b>Contract Details:</b>	12 months (renewable)
<b>Job Purpose:</b>	<p>The Communications Officer will lead the design and implementation of WAVES-Sierra Leone’s Communications plan at country, programme and project levels. This includes providing technical support and capacity building WAVES-SL and partner staff. S/he will contribute strongly to the development and adaptation of WAVES-SL’s Strategic Plan</p> <p>The Communications Officer will support the development and communication of key messages and evidence from WAVES-SL’s programmes and research in Sierra Leone in order to contribute to and influence government policies and strategies that benefit women and children, especially girls. S/he will play a key role in enhancing WAVES-SL’s visibility in Sierra Leone at national and global levels through developing high quality communication materials, organizing learning events, and supporting in strategic external engagements. S/he will play a key role in effective communication with government, donors, NGOs, other key stakeholders and the wider public in Sierra Leone of information through different internal and external channels, ensuring adherence to WAVES-SL’s code of conduct and associated policies, accountability commitments and organizational visibility / branding and re-branding guidelines.</p>
<b>Main duties &amp; Responsibilities:</b>	<p><b>Specific Roles and Responsibilities</b></p> <p><b>Develop and Implement WAVES-SL’s Programme Communications Plan:</b></p> <ul style="list-style-type: none"> <li>• Lead the design of WAVES-SL’s communications plan in a participatory manner that identifies advocacy priorities, key messages, target audiences, media/channels for external communications, and avenues for advocacy.</li> <li>• Work with Programme staff and other partners in Sierra Leone and head office to develop sector and project specific communications plans as necessary – but maintain an</li> </ul>



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emphasis on the goals and objectives of WAVES-SL.

- Lead the implementation and monitoring of WAVES-SL's communications plan and promote/implement adaptations as necessary, engaging management and consulting relevant departmental office colleagues.

#### **Advocacy Efforts**

- Play a leading role in the planning, organization and communication of learning events, visibility activities, visits by donors, government representatives and other stakeholders to WAVES-SL's programme locations and communities with whom WAVES-SL works.
- Represent WAVES-SL or participate at donor, government coordination, project consortia, and other external meetings as may be required.
- Play an active role in the production of high quality written, audio-visual, graphics etc products for use in advocacy and external communications efforts (e.g. technical reports, PowerPoint presentations, handouts, brochures, newsletters, policy briefs, position papers, videos, podcasts etc.), working with other WAVES-SL's staff and teams as necessary.

#### **Organizational Visibility – increase awareness of WAVES-SL's work in Sierra Leone:**

- Ensure that all media and other external communications products reflect advocacy priorities and messages in WAVES-SL's Communications Plan in Sierra Leone, taking into account the local context and sensitivities of our work in Sierra Leone and in operational areas.
- Work with programme teams to identify success stories, innovations, examples of best practice, etc. arising from project implementation and M&E, which can be effectively utilized in advocacy and external communications. Build these into strategic advocacy and organizational visibility efforts. Lead in the production and dissemination of organizational visibility materials (learning reports, case studies, audio-visual products, photographs, graphic designs etc.).
- Monitor external news media in Sierra Leone – traditional print, TV, etc. and social media.
- Maintain WAVES-SL's organizational website and social media presence – even though the M&E and CPS staff will play active role in updating the Website, the Communications Officer will support this as needed.
- Lead the engagement with Head Office Communications Directorate and communications staff in other support offices on media engagement plans, digital and social media strategies, visibility and communications.



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	<ul style="list-style-type: none"> <li>• Train/sensitize all WAVES-SL staff and partners to understand and adhere to WAVES-SL’s Work thus ensuring that all communication products and project materials aimed at external audiences are appropriately branded.</li> <li>• Coordinate with procurement and programmes teams in the engagement of external suppliers to develop appropriately branded communication and advocacy materials.</li> </ul> <p><b>Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Capacity building of staff (induction, briefing, training and on the job coaching) on communications– including technical skills such as photography, storytelling, social media campaigning as appropriate.</li> <li>• Support capacity building work with partner organizations to (a) learn from their advocacy &amp; communications work, (b) empower them to develop or enhance their own plans/strategies and (c) develop joint advocacy positions and plans as appropriate.</li> </ul> <p><b>Other responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Contribute to the efficient and transparent use of all project resources in order to maximize benefits to the targeted communities.</li> <li>• Within your role, adhere to and promote compliance with the requirements of WAVES-SL’s key policies (e.g. Code of Conduct &amp; Associated Policies, Safeguarding policy).</li> <li>• Complete any other reasonable task as may be requested by the Line Manager/Supervisor.</li> </ul>
<p><b>Person specification:</b></p>	<p><b>Essentials:</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree in Communications, Journalism, Development Studies, Rural Development, Marketing or relevant Social Science fields that can bring an added value to the post from a recognized University/College.</li> <li>• Relevant experience of 4 years, with at least two years working in an NGO.</li> <li>• Strong knowledge/understanding of development communication, advocacy, and humanitarian and development programs.</li> <li>• Creative verbal and written communicator. Ability to produce high quality reports, case studies, success stories etc. and develop effective communication materials including written, audio and visual (graphic design).</li> <li>• Has good knowledge of managing and engaging social media platforms</li> <li>• Advanced interpersonal and communications skills with a range of external and internal</li> </ul>



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	<p>stakeholders. Experience of engaging with media institutions.</p> <ul style="list-style-type: none"> <li>• Ability to thrive and act independently in a high-pressured, results-focused, dynamic external and internal environment.</li> <li>• Highly developed cultural awareness and able to work well in diverse environments.</li> <li>• Demonstrated commitment to learning and using learning to strengthen practice.</li> <li>• Excellent proficiency in Microsoft Office – especially Word, PowerPoint, etc.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in developing Advocacy and Communications plans or strategies.</li> <li>• Familiarity with MS Excel and ability to use Adobe Photoshop, Adobe InDesign, Adobe Illustrator, CorelDraw, or other graphic design software is an added advantage.</li> <li>• Experience of research, context analyses, assessments and evaluations.</li> </ul>
<p><b>Emergency response</b></p>	<p>WAVES-SL is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and Sierra Leone Programme is to respond, all staff are expected to be willing to actively participate in emergency responses, regardless of location and contribute to the efforts aimed at achieving the advocacy and women’s human rights objective of the organization.</p>
<p><b>Gender Equality</b></p>	<p>WAVES- Sierra Leone recognizes that the establishment of equality of opportunity between men and women and is fundamental to both the achievement of fairness and to poverty elimination. Therefore, each staff member of WAVES-SL is expected to be sensitive to equality issues in their relationships with colleagues and in their work and to participate in implementation of gender mainstreaming plans, both at the workplace and in programmes.</p>



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#### **HOW TO APPLY**

Interested candidates should apply with:

- **An application letter clearly justifying how you meet the selection criteria**
- **Recent Curriculum Vitae including names and full contact addresses of three (3) referees**
- **Copy(ies) of University/College Certificate and other requisite certificates and**
- **Copies of proof of work or samples must be attached to the application (printed or online links)**

Applications should be sent either through email or by hard copy to the following addresses.

You can send through email to [wavesrights@gmail.com](mailto:wavesrights@gmail.com) and copy [momohbslukullay@gmail.com](mailto:momohbslukullay@gmail.com)

OR deliver in Hard copy to: ***Director, Women Against Violence and Exploitation in Society(WAVES)  
Sierra Leone, # 4 Amara Street, Shellmingo, Bo.***

**CLOSING DATE OF APPLICATION:** Tuesday, 12<sup>th</sup> September 2023 @ 5:00PM.