

## JOB OPENING

### Communications Specialist (Afrobarometer Communications Coordinator, Anglophone West and North Africa)

<b>Role</b>	Communications Specialist (Afrobarometer Communications Coordinator, Anglophone West and North Africa)
<b>Responsible for</b>	The Communications Specialist (Afrobarometer Communications Coordinator, Anglophone West and North Africa), supports driving publicity and managing communications of National Partners in the Anglophone West African region for Afrobarometer
<b>Location</b>	CDD-Ghana, Accra, Ghana
<b>Reports to</b>	CDD Communications Manager, Afrobarometer Core Partner Director, and Afrobarometer Core Partner Project Manager

### Main Duties and Responsibilities

#### Core Function 1 – Leading Afrobarometer’s National Partners (country-based partners) in Anglophone West and North Africa with matters relating to their communication requirements.

- Edits publications based on statistical analysis of survey results from National Partners.
- Helps National Partners organize and manage their outreach projects.
- Promotes National Partner presentations, events and media interviews and programs
- Works with National Partners to build their communications skills, to develop dissemination and media strategies and plan and prepare for dissemination events.
- Works with the Head of Communications and other staff in training National Partners in communications skills, public speaking, use of social media and related skills.

## **Core Function 2 - Spearheading the tracking, usage of Afrobarometer data and the dissemination of the survey data in Ghana and other countries under CDD-Ghana`s jurisdiction in Anglophone West and North Africa**

- Prioritizes and attends regional governance meetings related to Afrobarometer convened by NGOs, government, and donors, among other institutions.
- Creates and executes outreach and other projects to keep generating coverage for Afrobarometer following the close of official disseminations.
- Plans and executes project-oriented media and NGO outreach/community events.
- Utilizes various computer programs to track data and create presentations, charts, graphs, tables, and memos.
- Builds relationships with influential individuals to engage them as partners and collaborators in Afrobarometer work.

## **Core Function 3 – Communications and media relations**

- Initiates, builds, and maintains relationships with journalists and civil society and governance organizations.
- Monitors media outlets within jurisdiction for news that relates to Afrobarometer.
- Works with Head of Communications and other coordinators to tweet regularly (either directly or through the Digital Portfolio Manager) about dissemination events, Afrobarometer-relevant conferences and meetings, and related events.
- Assists National Partners with the rolling out of social media in their operations.
- Preparations of reports: quarterly, annually, etc. (Afrobarometer only)
- Creates and executes outreach and other projects to keep generating coverage for Afrobarometer following the close of official disseminations.
- Under the direction of the Head of Communications initiates and maintains relationships with journalists and civil society and governance organizations
- Monitors media outlets within countries under Core Partner jurisdiction for news that relates to Afrobarometer.
- Works closely with the Communications Team, Publications Manager, Digital Portfolio Manager, Central Management Team and other partners on global releases for each round.
- Researches specific issues or inquiries regarding program- or project-related topics and reports back findings to CDD-Ghana project team and Head of Communications.

## **Core Function 4 – Monitoring, Evaluation and Learning**

- Ensures that all Afrobarometer communications-related MEL is captured to Afrobarometer's Google Workspace Shared Drives and MEL system
- Helps maintain dissemination, press releases and report calendars.
- Analyzes the effectiveness of National Partners' work in communications to assess the need for coaching and follow-up.

## **Core Function 5 - Stakeholder management and partnership building**

- Proactively identifies opportunities for Afrobarometer and its partners to:

- Injects data into emerging and ongoing policy debates by tracking current events in partner countries, engaging with relevant policy actors and media, etc. (e.g., “hot” issues in supported countries, international/national observances, platforms for engagement with key government officials, media leaders, civil society organizations working in relevant areas)
- Builds and strengthens partnerships with stakeholders, policy actors, and potential donors at local, national, regional, continental, and global levels.

## **Core Function 6 - Duties and responsibilities to Afrobarometer’s Core Partner in Anglophone West and North Africa, (CDD-Ghana)**

- As staff of CDD-Ghana and member of its Communications Team, provides communications and media relations support to CDD-Ghana, as directed.

## **Selection Criteria**

### **Minimum experience, knowledge & skills**

- Bachelor’s degree in social sciences/humanities/statistics.
- Five to eight years of related work experience, or a combination of education and experience that would provide for the following knowledge, skills, and abilities:
  - Experience in networking with policymakers such as members of parliament and local government leaders
  - Experience developing and implementing national communications strategy.
  - Thorough knowledge of media relations strategies
  - Thorough knowledge of electronic and print media systems.
- Strong interpersonal and communications skills and demonstrated ability to work in a multinational environment are essential.
- Excellent written and verbal communication skills
- Strong data analysis and presentation
- Demonstrated capacity to continuously develop knowledge and skills related to use of rapidly changing technology.
- Strong time management skills
- Ability to handle multiple “priority” projects simultaneously and set and meet deadlines and use communications skills to ensure that National Partners and senior leaders do the same.
- Must have demonstrated ability to manage own work without supervision.
- Must have built relationships among NGOs, advocacy organizations or political parties.
- Skilled in the use of personal computers including Microsoft Office Suite; G-suite; experience in SPSS is desirable but not required; experience with Final Cut pro or other video editing software is an advantage but not required.
- Some experience with and much enthusiasm for Twitter, Facebook, and other social media
- The ability to communicate fluently in English is required; French/Portuguese proficiency is a strong advantage, but not required.
- Willingness to travel across Anglophone West and North Africa, and occasionally beyond, on a regular basis.
- Short-listed applicants will be asked to complete a writing, presentation, and basic numeracy test.

## Desirable

- Citizenship of an African country
- Postgraduate studies or degree in journalism or communications
- Knowledge of survey research
- Multilingual, ideally fluency in or working knowledge of French, Portuguese and African languages

## Personal qualities

- Alignment to Afrobarometer core values including equality, diversity, and inclusion.
- Attention to detail and persistence to ensure thoroughness and accuracy.
- Self-starter with the ability to set priorities, meet deadlines, and manage multiple tasks.
- Highly organized, with the ability to deal with lots of information.
- Diplomatic with a cooperative, problem-solving, and positive 'can-do' attitude
- Ability to build rapport with both leadership and other colleagues.
- Ability to work both independently and as part of a team.
- Ability to maintain privacy and confidentiality.

*The main duties and responsibilities, person specifications and the technical/functional competencies that are included here are not intended as an exhaustive list of all functions, responsibilities, skills, and abilities pertinent to the post. Additional functions may be assigned by the Head of Communications/Director of Engagement as circumstances require.*

## How to apply

Interested candidates may apply by sending their CVs and cover letters to [jobs@cddgh.org](mailto:jobs@cddgh.org) by Friday, 9 May 2025.