



Title of Position: **Communication and Capacity Building Officer**

Deadline for submission of application: **28 February 2018**

Job Grade: **D**

Reports to: **Communications, Campaigns and Outreach Manager**

Location: **Nairobi**

### **ABOUT US**

**The Tax Justice Network Africa (TJNA)** is a Pan African organisation and member of the Global Alliance for Tax Justice. TJNA aims to promote socially just, accountable and progressive taxation systems in Africa. We advocates for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilisation. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and those that aggravate and perpetuate inequality.

### **ABOUT THE ROLE**

The position-holder is responsible for the implementation of the communication strategy of TJNA as well as the input in the development and lead in the implementation of a capacity building strategy to reinforce TJNA's advocacy, mobilisation and growth.

### **KEY RESPONSIBILITIES**

- Establish and maintain contacts with national and international media and develop champions of tax justice issues through person-to-person advocacy, provision of media briefing kits and other TJNA material.
- Manage the organisation's website and social media channels.
- Identify and utilise opportunities for media engagements and organise in collaboration with the relevant officers and where necessary, with TJNA members.
- Propose media coverage plans for TJNA's activities to create, enhance and perpetuate relationships with the identified media.
- To lead in integration of Information Technology and systems to improve efficiency and effectiveness of organization knowledge management.
- Prepare media advisories, press releases, speeches, talking points, presentations, and other visual aids as necessary to support messaging.
- Conceptualise, develop, and package materials for publication and publicity, such as newsletters, brochures, leaflets, videos with the relevant Policy Lead.
- Ensure TJNA produces content both in French and in English.
- Track news relating to tax and other development issues from print, broadcast, and social media, and identify opportunities for each issue.



- Monitor media coverage of TJNA's work in and outside Africa and ensure key activities are captured and disseminated on TJNA's digital platforms.
- Lead in the development and coordination a capacity building programme for staff and wider constituencies (Journalists, Parliamentarians, and CSO's).
- Lead in the design, development and adaptation of high-quality tools and resources for capacity building within and outside TJNA.
- Initiate, develop and coordinate capacity building activities for TJNA's secretariat staff members.
- Launch and carry out capacity building learning projects towards members of TJNA
- Keep abreast of developments in capacity building practice and recommend enhancements to TJNA's efficiency and effectiveness.
- Share results and experiences of the Capacity Building Programme with relevant constituencies.

#### **KEY ACCOUNTABILITY AREAS**

- Communications
- Capacity Building
- Programme Reporting

#### **PROFESSIONAL QUALIFICATIONS**

- Degree or equivalence in journalism, development communication, political science or other related field.
- Postgraduate qualification would be an added advantage

#### **REQUIRED COMPETENCIES & EXPERIENCE**

- At least 3 years of experience in communications and media work, preferably with a an NGO or CSO working at regional level
- An understanding of Tax issues and how various social, economic and political issues interact.
- Ability to work on own initiative to build on and develop the job, combined with the ability to work effectively as part of a team.
- Good interpersonal and communications skills.
- Good writing skills- able to write press releases, letters to the editor, country briefs, etc.
- Proven IT skills.
- Ability to design effective communication products, lead formulation of communication messages and strategies.
- Ability to develop relationships with the media, other civil society organizations, and networks.
- Proven ability to communicate and work in both English and French is a must.



- Good program management skills.
- Highly organized, with good attention to detail and developed ability to prioritize multiple tasks to meet tight deadlines and organize work.
- Proven experience of using MS office application (Word, Excel, Access and PowerPoint) and desktop publishing software.

#### **APPLICATION PROCESS**

Interested candidates who meet the requirements above are requested to submit their detailed CVs alongside a letter of motivation including Salary expectation to the following email address by **Wednesday 28<sup>th</sup> February, 2018 to [recruit@taxjusticeafrica.net](mailto:recruit@taxjusticeafrica.net)**