

Vacancy Announcement

Position:	Communications Officer (Content & Media Relations)
Reports to:	Communications Manager
Job Level:	8
Contract Duration	2 years, renewable
Location:	Remote; with an option to work from the head office in Nairobi, Kenya

Tax Justice Network Africa (TJNA) is a pan-African organisation and member of the Global Alliance for Tax Justice (GATJ). We advocate 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. Our policy influencing enables citizens and institutions to seek fair tax systems.

About the role:

The Communications Officer (Content and Media Relations) will be responsible for developing and implementing TJNA's multilingual content and media relations plans in order to showcase the impact of TJNA's activities and programmes. The post holder will work with teams across the organisation to oversee the timely distribution of content to the targeted network and external stakeholders to ensure TJNA's content receives maximum coverage.

Key Responsibilities

- Lead the development and implementation of a multilingual content and media relations plan based on TJNA's communications strategy.
- Lead developing key messages and policy issues and disseminating them to reach communication objectives.
- Write, edit, and distribute multilingual content, including publications, press releases, website content, reports, policy briefs, position statements, factsheets, speeches, and other collateral in order to promote identified communications and advocacy issues.
- Build and maintain a network of working relationships with key international, regional and national journalists, including management of a comprehensive media contacts database.
- Act as a focal point/person for the media, including handling their inquiries.
- Lead the development of technical content and reports for flagship events.
- Organise roundtable discussions, press conferences, and briefing sessions with the press.
- Drive TJNA's thought leadership by proactively keeping abreast of success stories, events and other potentially significant developments across the region that are relevant to TJNA's work.
- Regularly track, monitor and evaluate TJNA's profile presence in media coverage and prepare regular reports on TJNA's traction trends within the media space for TJNA's own planning purposes and reporting to funders.
- Advise and support colleagues in the Secretariat and partner organisations on media relations work, including internal media capacity building.

Key Accountability Areas

- Thought Leadership
- Content Development
- Media Relations
- Content Marketing

- Analysis and Reporting

Role Requirements

Qualifications

- Bachelor's degree required; graduate-level training and/or degree(s) in Communications, Media or Journalism. Postgraduate courses and/or Masters is an added advantage.
- Membership to a professional body.

Core Skills and Experience

- Minimum 5 years experience in development communications, either in a campaign, PR agency, media or (I)NGO setting.
- Bilingual proficiency in English and French is an added advantage.
- Self-starter, flexible, creative and strategic thinker.
- Demonstrated working experience in content development, news and impact writing.
- A passion for story, narrative structure and the creative arts.
- Personable, highly creative thinker and articulate speaker with excellent writing/editorial skills.
- Knowledge of current and emerging trends in the communications space, including proactively exploring new tools, applications and ideas.
- Ability to synthesise ideas and communicate complex or technical concepts clearly into simplified, compelling, accessible content for a general audience.
- Proficiency in the use of analytics platforms, including Meltwater, Mailchimp, Bitly, and Google Analytics.
- Ability to communicate clearly and work cooperatively in a cross-cultural setting.
- A team player, who is able to collaborate, is dynamic and flexible.
- Motivated and able to work independently, meet tight deadlines and prioritise tasks accordingly.
- Willing to travel about 25% of the time.

What We Can Offer

We are a small, dedicated team that is connected by our passionate cause. We uphold a high work ethic that fosters team spirit while supporting innovation, creativity, continuous learning and growth of our team members. In addition to a collaborative team environment, we offer:

- Competitive gross salary based on skills and qualifications.
- Medical Insurance and Pension.
- A platform to collaborate, bring in new ideas as you set your own professional footprint in an organisation with an international reach.
- Opportunity to work in a specialised niche, engage and work with different partners, and be part of a wider Pan-African network.
- A work environment that supports diversity and inclusivity.
- Flexible working arrangement focused on delivery.



How to Apply:

Does the role profile match your description? Qualified and interested candidates are requested to submit their applications using the link below :

[Communications Officer \(Content & Media Relations\) Applications](#)

The closing date for applications is May 24th 2024. Due to the anticipated number of applications, only short-listed candidates will be contacted.

TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities (EEO) to all employees & qualified applicants. All employment decisions are based on our organisation needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.