



Readvertisement for Communications Officer (Stakeholder Engagement & Outreach)

Position:	Communications Officer (Stakeholder Engagement & Outreach)
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 (Stakeholder Engagement and Outreach) will work closely with teams across TJNA to coordinate strategic engagement activities for key stakeholders. This will include the organization and delivery of events, as well as implementing traditional and creative ideas for stakeholder engagement and outreach for the wider TJNA constituency. The post holder will be expected to work with the membership team to increase TJNA's membership by reaching audiences that may not have initially resonated with traditional forms of communication.

Key Responsibilities

- Support the implementation of TJNA's Communications strategy by developing, and implementing a creative stakeholder engagement and outreach plan.
- Coordinate the planning, development and implementation of outreach, including implementing innovative ways to liaise with and distribute content and messaging to TJNA's various audiences.
- Lead the organisation of TJNA's flagship events adopting the latest trends in coordination and delivery of events.
- Develop and maintain strong internal and external relationships to exchange information with TJNA stakeholder groups to inform strategic and operational decision making.
- Carry out regular TJNA stakeholder needs assessment and continuously monitor the needs of the stakeholders and key decision makers.
- Collaborate with relevant department units within TJNA for events, trainings, conference and outreach reports and work to re-package these materials into interesting informative pieces for various audiences.
- Build and maintain a network of working relationships with different artists, service providers, etc including management of a contacts database.
- Provide regular insights, reports, analyses and evaluation of the effectiveness of TJNA's engagement and outreach efforts as well as promotional activities to inform future activities.

Key Accountability Areas

- Stakeholder Engagement
- Events Management
- Marketing Communications
- Analysis and Reporting

Role Requirements

Qualifications

- Bachelor's degree required; graduate-level training and/or degree(s) in Communications, Media, Creative Arts 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, political, PR agency, 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 stakeholder engagement and events management
- 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 synthesize 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 Salesforce, Mailchimp, Bitly, Meltwater 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 Offer

We are a small, dedicated team who are 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 organization 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.
- Work environment that supports diversity and inclusivity.
- Flexible working arrangement focused on delivery.



How to Apply:

Does the role description align with your qualifications?

If so, we invite qualified and interested candidates to submit their applications through the following link: <https://airtable.com/apptZoYN0vzOKM1QG/shrpUVtc2cwKZewQQ>.

Please ensure your application includes your salary expectations, as applications without this information will not be considered.

The deadline for applications is **Saturday, May 11th, 2024**. **Due to the anticipated number of applications, only short-listed candidates will be contacted.**

Please note that if you applied for the initial advertisement, there's no need to re-apply.

TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities to all qualified applicants. All employment decisions are based on our organisation's 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.