



Communication and Advocacy Officer

Job Profile

September 2022

The background of the slide is a photograph of a modern building with large windows and a balcony, surrounded by lush green plants and trees. The building has a wooden balcony railing and several large windows. The foreground is filled with various green plants, including ferns and leafy shrubs, creating a natural and vibrant setting.

ORGANISATION OVERVIEW

The **Science for Africa Foundation (SFA Foundation)** is a non-profit, public charity organisation that supports strengthens and promotes science innovation in Africa. The goal of the SFA Foundation is to address the continent's most pressing developmental needs by generating scientific knowledge that solves problems and informs decision-making.

We serve the African research ecosystem by funding excellent research and innovation ideas; enabling interdisciplinary collaboration among researchers, building and reinforcing environments that are conducive for scientists to thrive and produce quality research that generates new, locally relevant knowledge.

The SFA Foundation takes a holistic approach to the development of science. Our programmatic initiatives are crafted to cater to the entire science ecosystem and span across the value chain from early discovery sciences to translation sciences and target cross-cutting gaps.

Our commitment to strengthening the entire research ecosystem is reflected in the creation of major science and innovation programmes implemented through a well-established grant-making scheme, advocacy and promotion of scientific excellence, emphasis on intra-Africa collaboration and evidence-based policy-making mechanisms.



POSITION OVERVIEW

Position Title	Communications and Advocacy Officer
Department	Corporate and Science Communication
Reporting To	Communication Manager
Position Location	Nairobi, Kenya

The **Communications and Advocacy Officer** will work under the supervision of the Corporate and Science Communication Manager to implement the communications activities of the SFA Foundation, including devising communications strategies, creating content, and organising events.

This role requires an excellent communicator with an advocacy or policy engagement background and is innovative, energetic and has a solution-orientated approach to work.

Principal Duties & Responsibilities

Strategy development and implementation and events management

- Support the implementation of the SFA Foundation communications strategy and programmatic communication plans
- Support the planning, tracking and delivery of engagement and communication activities, events and meetings and evaluating their success.

Content development

- Content development for on and offline platforms, including producing engaging high-profile communications materials for the web and social media, opinion editorials, magazines, corporate publications, leaflets, posters, press releases and e-bulletins
- Writing, editing, proofreading and formatting copy
- Working to publication production timelines
- Working alongside visual designers, copywriters, video producers and external agencies
- Create social media campaigns and working closely with programme teams and communications teams to execute them.

Principal Duties & Responsibilities

Advocacy and policy engagement

- To support the development of the SFA Foundation's advocacy strategy and lead on delivery of agreed advocacy objectives
- Coordinate with SPEAR to develop policy positions and other useful resources that will enable the SFA Foundation to achieve its advocacy objectives
- Deliver communication activities that will support SFA Foundation's policy engagement arm to effectively deliver on policy engagement, e.g., by writing policy briefs, etc.
- To support advocacy and campaigning activities
- Develop and utilise advocacy channels for the SFA Foundation to achieve relevant advocacy objectives
- Initiate and maintain strategic relations with key organisational stakeholders and partners to maximise the chance of ensuring advocacy wins
- Work with programmes to foster and build support for relevant advocacy aims among key stakeholders.

Reporting and budgeting

- Monitoring web, email, social media and campaign analytics and reporting to management
- Works with Head of Corporate and Science Communication to establish budgets and communication and advocacy objectives for planning for the year and for campaigns.

Qualifications and Requirements

- At least 3-5 years proven knowledge and experience of development and delivery of communications, advocacy and campaigning strategies
- Proven knowledge experience of regional/ continental bodies, government departments and donor communities
- Knowledge and experience of the African science, media, policy and funder landscape preferred
- Computer proficiency in Word, Excel, Outlook, PowerPoint, Internet search skills and ability to learn new applications quickly
- Proficiency in Photoshop, Illustrator, or InDesign preferred
- Ability to rapidly analyse and integrate diverse information from varied sources
- Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships
- Ability to produce a variety of written and visual communications products in a clear, concise style
- Ability to deliver oral presentations to various audiences
- Experience of effectively using the media to build organisational awareness and around campaigns
- Able to motivate/inspire others with ideas
- Ability to represent the organisation in a variety of fora continentally and internationally
- Strong project planning skills with proven ability to organise and prioritise tasks and to manage own time efficiently.



HOW TO APPLY

Should you meet the above requirements, please submit a cover letter and a current Curriculum Vitae not exceeding 5 pages including three professional referees to **recruitment@scienceforafrica.foundation** with the name of the vacancy as the e-mail subject.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit. The documents should be saved in MS Word or PDF in the following format: **Your First Name-Your Last Name-Documents Name-Date (mmyy)** e.g., Deus-Wan-CV-092022-SFA Foundation or Deus-Wan-CoverLetter-092022 -SFA Foundation.

All applications should be submitted by **Friday, 14th October, 2022.**

