



Senior Communications Specialist

Job Profile

September 2022



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	Senior Communications Specialist
Department	Corporate and Science Communication
Reporting To	Head of Corporate and Science Communication
Position Location	Nairobi, Kenya

Reporting to the SFA Foundation's Head of Corporate and Science Communications, the **Senior Communications Specialist** will provide support to the communications team with particular emphasis on developing and implementing coordinated, innovative and integrated communications strategies for the Grand Challenges Africa (GC Africa), the African Science, Technology and Innovation Priorities (ASP) and the Calestous Juma Science Leadership Fellowship programmes. S/he will also evaluate, document and disseminate impact and adjust activities for successful delivery.

The ideal incumbent is a dynamic, agile, outgoing, energetic, highly motivated individual who will work within the communications team. The individual will work closely with the respective programme leads and will be joining a highly experienced and enthusiastic team of communicators who are responsible for driving and delivering the organisation's overarching corporate and programmatic science communication strategy through increasing the visibility of the SFA Foundation; showcasing Africa's science and scientists; and engaging the Foundation's diverse internal audiences and external key stakeholders.

About Grand Challenges Africa

The **Grand Challenges Africa** (GCAfrica) programme seeks to promote Africa-led scientific innovations to help countries better achieve the Sustainable Development Goals by awarding seed and full grants to the continent's most impressive solutions. It supports big, bold impactful innovative ideas that have a potential for impact, scale and sustainability. GC Africa builds on the previous successes of local Grand Challenges programmes and a strong base of African Grand Challenges grantees.

About African Science, Technology and Innovation Priorities

The **African Science, Technology and Innovation Priorities** (ASP) programme engages Africa's science leaders and political stakeholders to identify top scientific priorities that if addressed, offer the highest return on investment for Africa's sustainable development. The programme has developed, published and disseminated to relevant stakeholders, a set of position papers communicating the top 10 scientific priorities for Africa.

About the CJ Science Leadership Fellowship

The **Calestous Juma Science Leadership Fellowship** programme is for scientists permanently located at an African research organization and seeks to establish a cohort of fellows with a wide range of expertise and interests to complement and support each other as a collaborative community of practice. It is designed around a holistic view of leadership, so, in addition to five years of funding, the programme provides networking opportunities and access to trainings in critical non-scientific skills.

The Senior Communications Specialist is a three-year contract to plan and implement communication activities for the three programmes.

Principal Duties & Responsibilities

Communications plans

- Plan and implement communication activities underpinned by a vibrant long term communication plan
- Produce accurate and timely reports to track the impact of activities and adjust plans, accordingly
- Ensure all programmatic content and events are in line with organisational branding guidelines
- Supporting the programmes teams in preparing the quarterly reports.

Digital media management

- Liaising with programme leads to develop web content, including programmatic web pages and regularly reviewing programme information on the website to ensure it is correct and up to date
- Ensure there is social media plan in place that seeks to develop social media toolkits and content to improve the visibility of programmes.

Media engagement

- With support from the media office, to facilitate media engagement and identify opportunities —print, online and broadcast — for coverage for programme leads, grantees and fellows
- Create a media champions strategy, which will enable spokesperson training for programme leads, grantees and fellows, among other objectives, with the aim of elevating their profiles globally
- Maintain a log of media requests to the programmes, coordinate responses to the media and track coverage ensuring that staff are kept up to date

- Oversee the development of Op-eds and thought leadership articles to pitch to regional and international media houses
- Draft press releases and announcements documenting programmatic milestones, key events and prepare media kits when needed.

Content and dissemination

- Develop case studies and blogs from programmatic staff, grantees and fellows for publication on the website and elsewhere
- Collaborate with programme teams to develop graphics and infographics and oversee the production of multimedia products to demonstrate the impact of the programmes and science
- Oversee the design, editing, publishing and dissemination of key policy documents
- Offer quality control on the development of the organisation's collaterals.

Event management and reporting

- Contribute to coordinating communications activities for the programmatic events
- Develop and maintain an annual events calendar for the programmes ensuring the communications team is kept up to date on upcoming events and can plan accordingly
- Produce accurate and timely reports where required
- Maintain communication templates ensuring accessibility by staff and where required.

Any other duties assigned by the Head of Corporate and Science Communication

Qualifications and Requirements

1. A minimum of an undergraduate degree in communications, science or equivalent with five to eight years' experience in science communication and/or masters degree. The applicant must be able to demonstrate an ability to translate complex scientific issues to a wide range of audiences and with experience in writing concept notes and proposals
2. Must be able to work independently with little supervision, but also participate as a team member in accomplishment of duties
3. An understanding of organisational/programmatic finances/budgeting and planning processes
4. Strong organisational skills and ability to work under pressure and meet deadlines
5. Computer proficiency in Word, Excel, Outlook, PowerPoint, Internet search skills and ability to learn new applications quickly
6. Knowledge and experience of science, science journalism and science communication with an ability to identify, gather and design stories of human interest within and outside of the organization
7. Strong written and verbal communications skills
8. Problem-solving skills
9. Planning/organisational skills
10. Personal motivation
11. Experience in project management and has programme assessment capabilities
12. Strong knowledge on social media management and media engagement





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-Document 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**.

