

## VACANCY ANNOUNCEMENT

### COMMUNICATIONS AND M&E OFFICER

Established in February 1988, the Network Movement for Justice and Development (NMJD) is a national civil society human rights and development Organization with the objective of working towards building a just and self-reliant Sierra Leone, where the marginalized and exploited are equipped with necessary knowledge, skills and tools and empowered to take control of their own lives. The inspiration to establish the organization was borne out of the founders' collective commitment to the preferential 'option for the poor' orientation and the 'See, Judge, Act' methodology of 'Training for Transformation.' NMJD focuses on empowering the people and communities to build a free, fair, just and democratic society where there is respect for human rights, equality and sustainable development for the benefit of all. Aside the Freetown Office, NMJD has offices with projects, programmes and staff in Makeni, Bo, Kenema and Kono. NMJD is an active member of several civil society networks and coalitions here in Sierra Leone and in the subregion.

Communication is very critical to the health and wellbeing of the organization. This is because NMJD's work is largely anchored on communications: communicating to build the confidence and capacity of others; communicating to change policies; communicating to secure funding; communicating to build effective relationships with our partners and the communities we work with; communicating with local media and international media; and communicating between programme offices and field offices, and with civil society organizations

NMJD is seeking to recruit a qualified and experienced person to fill the position of Communications and M&E Officer. This is a dual role position, with the position holder required to support the field staff with appropriate tools that promote project accountability, proper analysis and documentation, good quality packaging and presentation of success stories and lessons learned to different stakeholders in and outside the country using different channels, and regularly updating the organization's social media platforms.

#### Job Description

The communications role is the primary responsibility of the office holder, since the very essence of NMJD's work is communications. Communications is a strong driver of the growth and development of NMJD, especially in the area of knowledge management (sharing and learning). The role of the Communications and M&E Officer involves ensuring effective communications, monitoring and analytical systems are put in place and used in order to increase the effectiveness of the organization's internal and external communications, data management and use and supporting the production of good quality organizational and programme reports.

Responsible to: Director of Knowledge Management and Communications

Main Purpose: To take the lead on NMJD's external communications by developing new and improving existing relationships with NMJD's key audiences and partners, maintaining and improving NMJD's existing communications platforms and designing new and innovative communications platforms to reach stakeholders, and ensuring effective cross-organizational learning and information sharing which will lead to a greater impact of NMJD's work.

Duties and Responsibilities:

*Press Office duties*

- Prepare and issue corporate press releases and other corporate publications (to be approved by the Director of KMC and Executive Director)
- Act as spokesperson for local and international media as and when required
- Organise and run press briefings, press conferences, gala dinners etc. for media representatives, and arrange field visits for local and international media
- Design new ways of engaging local media on the work of NMJD and/or thematic issues which NMJD is seeking to address
- Work with NMJD staff to prepare monthly media plans (including promotion of programme work, launch of research papers, coverage of events etc.)
- Act as first port-of-call for media enquires (local and international)
- Provide training and support to staff in Regional Offices to conduct press work (hosting media visits, giving interviews, running press conferences etc.)
- Maintain up-to-date contact lists for local and international media, and communications teams in funding partners (including contacts in Provinces)

*Publications*

- Working with programme staff, regularly compile case studies (including photographs) of programme activities for NMJD's publications, and develop relationships with funding partners for sharing of case studies/other communications material
- Write, edit, and produce NMJD's publications (*The Network, Sierra Leone Poverty Watch, Diamond Review*) and ensure dissemination to widest possible audience. Monitor feedback on publications and ensure they remain relevant
- Support NMJD staff to use standard reporting format and work with staff to produce effective

*Other duties*

- Provide training and support to NMJD staff in written communications techniques as and when necessary or requested for by the Director of KMC or Executive Director.
- Take full control of and administer NMJD's website and social media platforms; and regularly update those platforms with the official information of the organization.

- Use copyright photos and other digital products to produce short campaign materials, including info-graphics materials with the view to communicate the work of NMJD and its partners.
- Develop and maintain working relationships with journalists in multiple types of media outlets.
- Closely liaise with the Communication experts of partner organizations and platforms and contribute contents to international websites on work of NMJD and the coalitions.
- *M&E*
- Prepare/review simple data collection tools for field facilitators.
- Prepare and keep updates on field activities for effective monitoring.
- Develop any such tool for quality data collection and analysis.
- Conduct regular field M&E visit to the project sites.
- Participate in project design and proposal writing, particularly supporting in the areas of theory of change, Logframe design, MEAL plan and budget development.

#### Qualifications, Skills and Experience

- Applicants MUST have a Bachelor's degree in Journalism or related fields, such as Social Sciences and Development Studies or its equivalent from a recognized institution.
- Specialization and/or professional Certification in monitoring and evaluation is a desirable advantage.
- Applicants must possess excellent written and verbal communication skills.
- He/ She must have the ability to work under minimum or no supervision.
- He/ She should possess strong analytical, critical thinking, research and report writing skills, as well as excellent presentation and facilitation skills.
- He/ She should possess high computer literacy skills, the ability to effectively operate Microsoft packages is a MUST.
- Applicants should be effective team-players, supportive to team-work, self-motivated and task-oriented person.
- He/ She should have the ability to work in multi-cultural settings, should appreciate cultural diversity and inclusion, safeguarding/ protection issues, etc.
- Confidentiality; honesty; high levels of integrity are required.
- Applicants must have a minimum of three years' experience performing similar responsibilities in a CSO or NGO. similar role.

#### How to Apply

Interested and qualified persons should submit their updated CV with a covering letter, scanned certificates and names of three referees to:

The Executive Director

Network Movement for Justice and Development

10 Nylender Street, Off Cape Road

Aberdeen

Freetown or to [nmjdsl@nmjdsl.org](mailto:nmjdsl@nmjdsl.org). The closing date for the receipts of all applications is Tuesday 6<sup>th</sup> June 2023. Only shortlisted applicants will be contacted. NMJD is an equal opportunity employer. Women are strongly encouraged to apply. The successful candidate will be based in Freetown.