



## **VACANCY ANNOUNCEMENT**

### **Communications 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, Karene, Bo, Kenema and Kono. NMJD is an active member of several civil society networks and coalitions 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 and international media; and communicating between and among programme staff and field offices, and with civil society organizations.

**NMJD is seeking to recruit a qualified and experienced individual for the position of Communications Officer.** This role involves supporting field staff by providing effective communication skills and tools that enhance project visibility and documentation of NMJD's work, including reports, achievements, challenges and lessons learned, and disseminating same to the organization's diverse partners here in Sierra Leone and abroad using the appropriate channels to create impacts, as well as regularly updating NMJD's website and social media platforms. The Comms Officer shall also be responsible to provide leadership in ensuring that the organization's visibility and branding policies/guidelines are fully complied with by staff and partners.

**Vacancy Description**

<b>Job Title:</b>	Communications Officer
<b>Location:</b>	Freetown
<b>Reports to:</b>	Director of Communications, Campaigns & Advocacy
<b>Duration:</b>	Two years, subject to renewal based on performance and availability of funds

**Job Description**

The very existence and relevance of NMJD is largely dependent on effective communication. The Comms Officer has the primary responsibility to ensure effective communication within the organization, especially in the area of documentation and knowledge management (sharing and learning), and with external partners. He/she

takes the lead in designing new innovative communication systems, creating new relationships with key stakeholders and audiences and strengthening existing ones, as well as ensuring effective cross-Area Office learning and information sharing leading to a greater impact of NMJD's work.

### **Duties and Responsibilities:**

#### ***Press Office duties***

- i.* Support the Executive Director and Communications Leads to prepare and issue press releases and other publications;
- ii.* Act as spokesperson for the organization in engaging local and international media as and when required;
- iii.* Organise and run press briefings, press conferences, gala dinners etc. for media representatives, and arrange field visits for local and international media;
- iv.* Design new ways of engaging local media on the work of NMJD and/or thematic issues which NMJD is seeking to address;
- v.* Work with NMJD staff to prepare monthly media plans (including promotion of programme work, launch of research papers, coverage of events etc.) ;
- vi.* Act as first port-of-call for media enquires (local and international);
- vii.* Provide training and support to staff in Regional Offices to conduct press work (hosting media visits, giving interviews, running press conferences etc.)
- viii.* Maintain up-to-date contact lists for local and international media.

#### ***Advocacy***

- i.* Maintain a good professional relationship with government line ministries, departments and agencies and other CSOs who are working on the natural resource governance such as SLEITI, NaRGEJ, KPCS, IANRA, MRU CS Platform and other sectors NMJD is working in such as governance and elections, gender, youth and land;
- ii.* Support the design and development of advocacy capacity building trainings and tools;

- iii. Support the rollout of communications capacity building trainings and the development of communication tools for NMJD Staff and partners;

### **Publications**

- i. Working with programme staff, write good quality reports and regularly compile case studies (including photographs) of programme activities for NMJD's publications;
- ii. Write, edit, and produce NMJD's newsletter and other publications such as *The Network*, *Sierra Leone Poverty Watch*, *Diamond Review* and ensure dissemination of same to the widest possible audiences;
- iii. Monitor feedback on publications, take the necessary actions and ensure they remain relevant.

### **Other duties**

- i. Provide training and support to NMJD staff in written communications techniques as and when necessary or requested by the Director of Communications, Campaigns and advocacy or the Executive Director;
- ii. Manage NMJD's website and all its social media platforms; and regularly update those platforms;
- iii. Work with NMJD staff and partners and produce short campaigns and advocacy materials, including infographics, videos, illustrations with the view to communicating the work of NMJD and its partners;
- iv. Develop and maintain good working relationships with journalists in multiple types of media outlets;
- v. Liaise with the Communication experts of partner organizations and platforms and contribute contents to international websites and coalitions' newsletters and other publications on work of NMJD and the said coalitions.

## **Qualifications, Skills and Experience**

- i. Applicants **MUST** have a **Bachelor's degree in Mass Communication** or related fields, such as Social Sciences and Development Studies or its equivalent from a recognized institution;
- ii. Applicants must possess excellent written and verbal communication skills;
- iii. He/ She must have the ability to work under minimum or no supervision;
- iv. He/ She should possess strong analytical, critical thinking, research and report writing skills, as well as excellent presentation and facilitation skills;
- v. He/ She should possess high computer and IT literacy skills, the ability to effectively operate Microsoft packages is a **MUST**;
- vi. He/she should be an effective team player, supportive to team-work, self-motivated and task-oriented person;
- vii. He/ She should have the ability to work in multi-cultural settings, should appreciate cultural diversity and inclusion, safeguarding/ protection issues, etc;
- viii. Ability to design IEC materials with the use of Canvas and/or any other designing tools or software;
- ix. Ability to write blog posts for NMJD's Social Media Handles, including the website;
- x. Applicants must have a minimum of three years' experience performing similar roles and responsibilities in a CSO or NGO.

## **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 receipt of all applications is Friday 19<sup>th</sup> September 2025. 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, but with frequent travels to NMJD's regional offices.