

## **COMMUNICATIONS OFFICER**

### **Overview:**

Invictus Africa is a social enterprise using evidence-based advocacy and collaborative actions to advance human rights and close the inequality gaps affecting vulnerable and disadvantaged people. In achieving our vision, we conceptualize, plan, and execute projects based on our four-pronged programmatic themes: Gender Equality, Legal Reforms, Capacity Development, and Humanitarian Assistance.

### **Job Summary:**

The Communications Officer will curate, produce, and distribute contents to promote the activities of Invictus Africa, while promoting its brand and reputation among relevant stakeholders such as donors, governments, media, beneficiaries, international community, and the general public.

### **Duties and responsibilities:**

1. Set up and manage Invictus Africa's social media accounts, and regularly update the website
2. Curate and design relevant messaging and contents according to projects work/activity plans
3. Publicize and disseminate products and materials produced in relation to specific projects
4. Advise the ED on strategic communications, brand awareness, and reputation enhancement
5. Liaise with relevant donors' personnel in ensuring strict compliance with branding guidelines
6. Respond to inquiries from internal and external stakeholders regarding projects and activities
7. Effectively relate with stakeholders, while maintaining and updating a stakeholders' database
8. Coordinate the communications components of our internal, external, and virtual activities
9. Maintain proper arrangements, storage, and protection of all media files and records
10. Such other responsibilities as may be delegated by the ED and Projects Officer in ensuring the smooth and effective implementation of Invictus Africa's programs and projects.

### **Qualifications and Requirements:**

1. Academic qualification in any relevant communications and public relations field
2. Graphics design proficiency, and good knowledge of using virtual meeting platforms
3. Proven practical experience in and knowledge of managing communications activities
4. Excellent writing, speaking, and interpersonal skills
5. Ability to work with little supervision, taking initiatives and effectively managing time

### **Duration and Work period:**

February – June, 2021. Part-time, remote, and deliverables-based at averagely 10 hours per week.

### **Allowance:**

Monthly allowance of N56,240, plus N12,540 for airtime and data.

### **How to apply:**

Send only your CV to [jobs@invictusafrica.org](mailto:jobs@invictusafrica.org), using the job title you're interested in as the email subject.