

Communications, Advocacy & Engagement Officer - JFA Kenya

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Communications

Job Type: Fixed term, Full-time

You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview In case you are shortlisted

Job Title : Communications, Advocacy & Engagement Officer - Joining Forces Alliance Kenya Secretariat

Reporting to : JFA Secretariat Director

Grade Level : 14

Work Location : Nairobi

Purpose of Position

To provide support to the Joining Forces Alliance for Children in Kenya Secretariat in implementing its Communication and Visibility plan. The position is responsible for Media engagements; ensuring meaningful Child participation in decision making; and generating evidence for Child Protection Advocacy.

Major Responsibilities

Planning and Implementation 25%

- Provide technical support in the development of an Annual Communications and Visibility Plan with clear outputs, targets and budget

- Lead the implementation of the Communications and Visibility plan, through developing monthly work plan with targets, and involvement of JFA-Kenya organizations in undertaking the activities in the plan
- Develop and present a monthly report on the progress made on the implementation of the Communications and visibility plan;
- Contribute to the JFA-Global learning platforms on Communications and Visibility
- Develop the JFA-Kenya's specific media engagement plan as informed by the objectives and targets in the Communications and Visibility Plan, and ensure involvement of JFA-Kenya organizations in its implementation

Media Engagements, 25%

- Establish and Maintain the JFA-Kenya Media engagement database embedded in an on-line platform
- Develop Media packs (press statements, position statements, opinion pieces, talking notes, prerecorded clips) and other forms of Media briefs as informed by the key messages and targeted audience
- Providing communications advice including effectively preparing JFA-Kenya Spokespersons (Country Director and nominate Technical specialists) for meaningful Media engagement.

Meaningful Child participation in Child Protection Advocacy, 25%

- Develop an annual JFA-Kenya Child Participation plan, with specific objectives and targets
- Ensure the implementation of JFA-Kenya Child Participation plan through the involvement of JFA-Kenya organizations
- Lead documentation of Children voices from various parts of the Country

- Contribute to the linkages of Children Voices to National, Regional and International Policy dialogue platforms
- Develop Child friendly feedback packages on children voices and ensure dissemination to children in various parts of the Country Facilitate APs to implement local level advocacy through the CVA model and ensure that communities are empowered to demand for their rights and hold service providers accountable to promote effective service delivery.

Knowledge Management for Child Protection Advocacy, 20%

- Guided by the JFA-Kenya Advocacy Plan collect and analyze data on various forms of violence against children
- Develop evidence based position papers and policy briefs for reference and use for advocacy
- Provide assistance in the mobilization and meetings with key National level stakeholders as guided by the Power analysis and stakeholder mapping report

Any other Duty assigned by supervisor or designee 5%

- Perform any other duty as may be assigned by supervisor or designee from time to time

Knowledge, Skills and Abilities

- Minimum of a Bachelor's degree in Communications, Social Science, Development Studies, Political Science, Law, Public Administration or any other relevant field from a recognized University.
- Minimum of 4 years' experience in:
- Designing, and implementing Communications and Visibility Plans

- Involvement in Child Protection Advocacy and facilitating Child participation in Government led decision making process
- Working with civil society organizations, networks and coalitions