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**Network of African National Human Rights Institutions**  
**3rd Floor CVS PLAZA, Lenana Road, P.O. Box 74359 – 00200 Nairobi, Kenya**  
**Tel: +254 718201821**  
**=====E-mail : [info@nanhri.org](mailto:info@nanhri.org)=====**

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### **VACANCY: COMMUNICATIONS AND ADVOCACY OFFICER**

The [Network of African National Human Rights Institutions](http://www.nanhri.org) (NANHRI) is a membership organization of 46 African National Human Rights Institutions registered as a legal entity under the laws of Kenya.

Our **Mission** is *to support the establishment and strengthening of national human rights institutions to effectively undertake their mandate in line with Paris Principles.*

Our **Vision** is *An African continent with an enhanced human rights and justice for all.*

### **POSITION: Communications and Advocacy Officer**

**Duty Station:** Secretariat Head Office, Nairobi, with occasional travel within the region

**Duration:** Twelve (12) months (with possibility of extension depending on performance and availability of funds)

**Reports to:** Executive Director

### **KEY DUTIES:**

- Lead in implementing the organisational communications strategy, and communications policy
- Mobilise international media for coverage of activities; as well as media monitoring for opportunities for NANHRI interventions in regard to human rights issues in Africa
- Work closely with the Executive Director, the Senior programmes Officer and other program officers in writing, editing, design and distribution of quarterly and annual reports, newsletters and other publications

- Lead in photography and videography for producing audio-visual communication and advocacy materials
- Assist in developing multimedia creative content and innovative graphic design materials
- Assist with logistical arrangements for hosting physical and virtual meetings like webinars
- Manage and update the website and social media from time to time
- Support in production and dissemination of materials including website content, social media, articles, speeches, presentations press releases and statements
- Support Secretariat staff, especially programme as may be instructed from time to time in documenting activities and archiving of all organisational content
- Offer basic technical IT support in collaboration with the IT Support Team, in online and offline, hardware and software operations
- Any other duties as assigned by the Senior Programmes Officer, the Executive Director and any other staff of the Secretariat

#### **QUALIFICATIONS, SKILLS AND ATTRIBUTES:**

- Holder of a Bachelor's degree in journalism/ public relations/ communications/ or equivalent.
- A major or two years continuous experience in broadcast/film production is strongly preferred.
- A minimum of **5 years** in media communications with at least 4 years in corporate communications officer position.
- Experience in working with non-governmental organisations is a strong and desirable attribute.
- Experience in developing and implementing communications strategies.
- Fluency in written and spoken English is a must. Knowledge of French is an added advantage.
- Strong report writing and technical documents editing skills
- Strong research skills
- Strong photography, videography skills.
- Film, animation and other multimedia visualisation skills.
- Strong international media engagement and advocacy profile.
- Strong understanding and demonstratable experience of management of website and content management platforms like WordPress and Joomla
- Strong experience in social media messaging and management
- Good understanding of Microsoft Office Packages.
- Experience in hosting and managing virtual meetings is an added advantage.
- Knowledge and understanding of human rights and the regional and international human rights systems is highly desirable.
- Must be able to work efficiently and independently with minimum supervision.
- Flexibility to work **occasionally** beyond ordinary hours, when called upon.
- Good organisational skills; a team player and flexible towards adjusting priorities.

- Non-Kenyan applicants **MUST** be eligible to work in Kenya. They must have a work permit at the time of application.
- Readiness to travel occasionally
- Readiness to learn in a highly multidisciplinary setting.
- Be ready to start immediately.

#### **HOW TO APPLY:**

If you possess the above qualifications and other requirements for the position, please send your application **STRICTLY BY EMAIL** clearly indicating the position on the subject together with a cover letter and a detailed curriculum vitae with links to **samples/portfolio**, names and contacts of three referees to reach us by close of business on **November 23, 2022** to:

Recruitment  
Network of African National Human Rights Institutions  
Lenana Road, CVS Plaza, 3rd Floor  
PO. Box 74359-00200 NAIROBI.

Email: [info@nanhri.org](mailto:info@nanhri.org)

With a copy to:  
[dnguti@nanhri.org](mailto:dnguti@nanhri.org)