VACANCY NOTICE

Open to Internal & External Candidates

Position: Communication and Media Assistant
Location: Abuja
Type of Appointment: Full Time
Closing Date: 7th August, 2019

BACKGROUND

CLEEN FOUNDATION (formerly known as Centre for Law Enforcement Education) is a non-governmental organization based in Abuja and established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector. Since its establishment in the country in 1998, CLEEN has greatly encouraged the development of the Security and Justice sectors through Capacity building programs, Accountability and justice programs, Local and international research initiatives, Public safety and security interventions, Community resilience and peace building efforts and through promotion of human rights and the rule of law in partnership with Civil Society Organisations, Government agencies, Media organisations and developmental partners.

In view of its quest for expansion, productivity and actualization of its strategic plan and program objectives, CLEEN Foundation is currently recruiting and searching for experienced, resourceful and proactive officers to join its team and fill the position below:

Qualifications

The candidate must possess:

- A Bachelors degree in Mass Communication, English, or any other related field.
- 3-5 years relevant experience in Communication and Media.
- Quality experience in the use of social media and digital platforms.
- Knowledge on the use of design software such as Adobe InDesign and Photoshop
- Higher or professional qualification in Communication and Media would be an advantage.
- Relevant experience as a Communication and Media practitioner with any Government entity/agency or NGO.
- Exceptional communication skills, interpersonal skills and ability to operate with little or no supervision.
• Good leadership qualities.
• Excellent writing and speaking skills in English.
• He/she must be highly computer literate with a good knowledge of Microsoft office tools as well as effective handling and operation of online tools and portals.
• Good visibility enhancement skills and Ability to engage actively via social media.
• Ability to edit documents

General Responsibilities

- Assist in the implementation of CLEEN Communications Strategy
- Support the development and dissemination of print and audiovisual communication materials
- Handling of media monitoring process and development of regular media reports from monitoring data.
- Provide media relations support including responding to external information requests.
- Scanning and gathering relevant information for talking points and policy dialogues
- Draft press releases, statements and success stories for CLEEN Foundation
- Provide support to CLEEN public campaigns and events;
- Support in managing CLEEN digital platforms
- Assist in Design and creation of social media content as well as content for all communication tools (website, social media, Basecamp, Mailchimp, Adobe Creative e.t.c)
- Support in planning, monitoring and reporting of communication activities;
- Participate on behalf of CLEEN in inter-gender and communication groups;
- Assist CLEEN programme unit in implementing planned communications activities.
- Act as Master of Ceremony in all CLEEN activities or programs.
- Maintain library/ database of reference materials, photos and videos of CLEEN activities.
- Provide support to enhancing visibility for all CLEEN programs and activities.
- Act as Executive Assistance to the Executive Director
- Assist in the production of CLEEN Newsletters, Annual reports and editorial series for Publications.
- Provide other tasks as assigned by the supervisor.

Core Values

- Respect for human rights
- Integrity
- Professionalism
- Accountability & Transparency
- Innovation

Functional Competencies

Effective Communication skills
- Being action-oriented, self motivated, responsible and willing to take initiative.
- Good Stakeholder Engagement and knowledge of donor relationship management.
- Ability to create, edit and present information in clear and presentable formats, using appropriate IT functions.
- Knowledge of social media and communication strategies and methods;
- Ability to communicate with clarity of expression.
- Good command of English language.
- Good event planning skills;
- Ability to identify relevant events and stories and communicate them to a mass audience;
- Good multimedia skills.
- Having an eye for detail and ability to work under work pressure and able to meet deadlines.

**Method of Application**
Applicants for the respective positions above must email their CVs (Max 3 pages, Word) with a cover application letters to: searchcommittee@cleen.org using the “Job title” as the subject of the mail.

**Application Deadline:** Wednesday 7th August, 2019.