



VACANCY NOTICE

Open to Internal & External Candidates

Position: Communication and Media Officer

Location: Abuja.

Type of Appointment: Full Term

Closing Date: 10th November, 2023

BACKGROUND

CLEEN Foundation (formerly known as Centre for Law Enforcement and Education) is a non-governmental organization 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. CLEEN Foundation has been in special consultative status with the Economic and Social Council of the United Nations in New York, United States of America since June 2020, and has observer status with the African Commission on Human and Peoples' Rights based in Banjul, The Gambia.

CLEEN's organizational structure is intended to encourage staff members to be involved in all aspects of project work, from conception to proposal writing, implementation, monitoring, evaluation and assessment, and to work effectively as a team to achieve our organizational objectives. CLEEN also believes in constant in-house and professional training for staff in areas applicable to its work, constantly developing staff skills and abilities. We know that great people make a great organization and that our employees play a crucial role in helping us achieve our mandate for justice sector reform. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where professionalism, creativity, and integrity are highly valued.

To this end, CLEEN Foundation is seeking a **Communication and Media Officer** to help achieve its project and organizational goals and objectives.

ROLES AND RESPONSIBILITIES

- Develop and implement comprehensive communication strategies that align with CLEEN's goals and objectives.
- Identify target audiences and create tailored messaging for different stakeholders.
- Monitor and adapt strategies in response to changing circumstances or opportunities.
- Cultivate and maintain relationships with members of the media, journalists, and influencers.
- Write and distribute press releases, media advisories, and other media materials.

- Respond to media inquiries and coordinate interviews or statements.
- Prepare key messages, press releases and statements, talking points, success stories and other relevant background documents for CLEEN's programs and projects.
- Create engaging content for various platforms, including press releases, articles, blog posts, and social media updates.
- Develop multimedia content, such as videos, infographics, and visual presentations.
- Ensure that all content adheres to the CLEEN's brand and messaging guidelines.
- Manage the organization's social media accounts, creating and scheduling posts.
- Monitor online conversations and engage with followers.
- Analyze social media metrics to track engagement and adjust strategies accordingly.
- Produce brochures, newsletters, reports, and other printed or digital materials.
- Coordinate the design, printing, and distribution of promotional materials.
- Maintain an organized database of publications and collateral.

The duties and responsibilities as set out above are not exhaustive and the position holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

REQUIRED QUALIFICATIONS AND SKILLS

- Bachelor's or Master's degree in communications, public relations, journalism, or a related field.
- Proven experience in communication, media relations, or public relations roles.
- Strong writing, editing, graphics design, and proofreading skills.
- Proficiency in using communication tools, including social media platforms and content management systems.
- Minimum of 3 years of relevant experience working in an NGO, particularly a donor-funded organization.
- Experience in leading the development and implementation of advocacy and communication strategies.
- Experience in building strong relationships with traditional and social media entities and using media relations and channels to engage public audiences.
- Experience in managing digital communications and social media activities for an organization.
- Excellent writing and editing skills.
- Communications and interpersonal skills.
- Team player
- Expert knowledge of English.

BEHAVIOURAL CAPACITY (VALUES IN PRACTICE)

- Accountability/Transparency: Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling the project values. Openness in all official dealings.
- Ambition: Set ambitious and challenging goals for themselves and their team, take responsibility for their personal development and encourage their team to do the same. Future-orientated thinks strategically and on a global scale.

- Collaboration: Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. Values diversity, and sees it as a source of competitive strength. Approachable, good listener, easy to talk to.
- Creativity: Develops and encourages new and innovative solutions.
- Integrity: Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

METHOD OF APPLICATION

Interested and qualified candidates should forward a one-page application plus a maximum 4-page CV to searchcommittee@cleen.org.

Deadline: 10th November, 2023.

NO PHONE CALLS PLEASE