

Job Title: Communication Officer

Job Profile

- Place of work: Haramaya University, main campus
- Type of employment: Contractual
- Duration: Two years with possible extension up to five years
- Reports to: ACE Center Leader

Job Description

The communication officer will be responsible for publicizing, networking, and conveying activities of the ACE project.

Key Roles and Responsibilities

- Develops communication strategies and plans to meet specified communication objectives of the Center.
- Organizes meetings, workshops, and forums of the ACE project
- Drafts, compiles, documents, and disseminates specific knowledge and information, key experiences and critical lessons on ACE activities and implementation
- Compiles and publishes information bulletins, magazines, etc of the ACE
- Promotes Centre's programs and activities
- Follows up on partnership activities, collaborations and networking, and reports progress
- Contributes to the ACE website and social media channels through writings articles, documentary video, and audiovisual productions, maintaining and updating photo galleries
- Develops and maintains contact with the media, press and journalists, produces press releases and develops and manages media contact lists
- Writes publicity articles for the local and international media in Amharic and English languages on and ACE activities and achievements to the general public through different media
- Prepares and manages the publication and dissemination of project training and extension materials in consultation with project team members.
- Assists the project in media, communication and dissemination of output
- Maintains the project's website, bimonthly newsletters and press releases
- Prepares photographic records of events, project videos, and documents project activities
- Liaises with project partners and stakeholders on sharing audio-visual and printed communication materials;
- Liaises with journalists to disseminate project information, news, and outputs through different media
- Acts as an ambassador to the project, its partners, and beneficiaries
- Continually evaluates the success of communication strategy/internal and external communications
- Performs any other similar and related duties

Required Qualifications and Work Experience

- A minimum of Master's degree in communication, agricultural information and communication management, Journalism, or other relevant disciplines with at least two-year experience in written, oral, and online communications

Preferred Specific Experiences

- Demonstrated ability to plan, organize and facilitate conferences, workshops, meetings, seminars, etc.
- Experience in proper handling of university property and communication with national and international students and staff
- A thorough knowledge of the working environment in Ethiopian universities is a plus
- Qualified women are particularly encouraged to apply

Required Skills

- Extensive knowledge and conceptual understanding of the job of a communications officer, to take care of specialized technical as well as administrative functions of the job, e.g. knowledge of relevant policies and procedures to be able to determine an appropriate course of action based on these guidelines with ability to analyze, interpret and modify complicated information
- High level of computer skills such as website management, web publication, communication, document formatting, etc.
- Excellent written and verbal communication skills in English
- Ability to work with a diverse population of faculty, staff, partners and stakeholders

Qualified women are particularly encouraged to apply.

Salary and Benefits

USD 12,000 per annum subject to income tax deduction. Payment will be made in Ethiopian Birr based on the exchange rate at the time of transfer of the money from the donor.

Place of Application Haramaya University Cluster Human Resource Management Office, College of Business and Economics Building or Haramaya University Liaison Office at Addis Ababa, Arat Kilo. Former Germany Cultural Institute Building, Office No.15.

Deadline for Application Within 5 (Five) Working days after the announcement of this vacancy