



JOB VACANCY

Communications Manager

An international non-profit non-government organization, working in rural Ghana to alleviate hunger by helping people help themselves through improvement in agriculture, promoting good nutrition and health, and empowering women and girls socially and economically, is looking for a Communications Manager.

Key Responsibilities:

- Collaborates with Development team to articulate program goals and achievements for formulation of annual reports, donor updates and solicitation of materials.
- Engages with key donors to share relevant program updates in the form of written, oral or multimedia reports.
- Represents organization externally as the public relations person in collaboration with the Country Director.
- Establish and maintain effective relationship with research and social development journals, and maintain a media database.
- Collaborate with Program Coordinators to edit or refine content regarding findings of organization's practical experiential research and distribute the same to interested parties.
- Organize master copies of media shared externally in Dropbox, including both written documents and photos/videos.
- Coordinates activities of and develops appropriate work plans for international trips.

Qualification:

- A minimum of bachelor's degree in communications, journalism, marketing or related field.
- A minimum of 3-5 years' relevant experience in communications role.

Skills required:

- Excellent verbal, written, and interpersonal skills.
- Good time management and organization skills.
- Proficient in Microsoft Office, content management systems.
- Familiar with written communications for donor audiences and international communities, particularly a US-based audience.
- Familiar with the customs and traditions of the people of the Ashanti and Upper West regions of Ghana.
- Fluent in written and spoken English, good working knowledge in Twi and Dagaare will be an advantage.
- Must understand and appreciate the importance of sustainable community development.
- Knowledge of modern publishing software including Adobe InDesign, Photoshop, and Publisher will be an advantage.

Location

Job location will be in Kumasi but will be traveling within Ghana, particularly to the Upper West Region. Non-citizen applicants must have work permissions in Ghana.

Compensation

Annual salary for Communications Manager ranges between GHS 65,000 and GHS 75,000 based on qualifications and experience.

Application

Interested applicants are to submit their cover letters and CVs through cvs@assistleadconsult.com before 1st August, 2022.

Email subject line should be "Communications Manager– Applicant's Name"

***NOTE: Terms & Conditions apply**