



COMMUNICATIONS COORDINATOR

Reports to: Chief of Party (COP)

Duty station: Nairobi, Kenya

Ref: CBCC AFRICA_HRU_COC_Q42024

Background

CBCC Africa is a Kenyan organization committed to delivering locally driven, comprehensive Social and Behaviour Change (SBC) solutions across diverse sectors through evidence-based programming, innovative approaches, and strengthened partnerships. With proven expertise in SBC program design, planning, implementation, evaluation, training, capacity building, and research, we are dedicated to transforming communities and fostering lasting societal change. Our work contributes to advancing SBC policy and practice in Kenya and across Africa, driving meaningful and sustainable impact.

Role Summary

We are seeking to recruit a Communications Coordinator for an anticipated 5-year Social Behaviour Change (SBC) Activity. This initiative aims to support individuals, households, and communities in adopting priority health behaviors through evidence-based SBC interventions in Malaria, Family Planning and Reproductive Health, Maternal, Newborn and Child Health (FP/RMNCAH), Water, Sanitation and Hygiene (WASH), Menstrual Hygiene Management (MHM), HIV and Global Health Security (GHS). This activity will identify and address individual, social and structural factors influencing health behaviours, use evidence-based design and learning, strengthen government systems and structures to improve coordination, collaboration and learning for SBC initiatives as well as strengthen technical capacity at individual, organizational and systems level to effectively design, implement and monitor SBC interventions.

The **Communications Coordinator** is responsible for managing and overseeing all project communication efforts, ensuring effective digital engagement, content creation, and brand compliance in line with provided guidelines. This role involves developing strategies to showcase project updates, successes, and impacts while managing a team to ensure high-quality communication. In Brand Management and Compliance, it will play a vital role in upholding the brand identity, ensuring consistent application of branding guidelines, and maintaining compliance with donor and organizational standards across all communication materials. This role focuses on building a cohesive brand presence that aligns with strategic objectives and effectively engages audiences.

Key Responsibilities

1. **Strategic communication:** Develop and implement a communication strategy that aligns with the organizational and project goals. In collaboration with project teams develop annual

communication workplan, outlining milestones, calendar of events, tools and strategies to support program goals

2. **Content creation:** Produce engaging and impactful content for the website, social media platforms, newsletters and other communication channels. Develop compelling narratives and stories that highlight our efforts, success and challenges
3. **Brand Management and Compliance:** Support implementation and monitoring of the branding guidelines to ensure brand consistency and integrity, ensuring all communication materials meet the branding and compliance requirements, including logo usage, messaging and attribution protocols. Collaborate with program teams to incorporate compliant branding in project materials, reports, providing clear guidelines on usage and updates.
4. **Content review and quality control:** Oversee the quality assurance of all branded content, ensuring high standards in language, design, and brand representation before dissemination.
5. **Training and support on branding:** Develop and deliver training sessions on brand compliance and usage for staff and partners, promoting brand awareness across all levels
6. **Media relations:** Build and maintain relationships with media outlets and journalists, develop and distribute press releases and coordinate media coverage of key events, initiatives, media interviews and media tours and field visits.
7. **Analytics and reports:** Monitor and evaluate the effectiveness of communication efforts and use data and feedback to refine strategies and enhance future communications
8. **Other Duties**
 - Provide support for other SBC programming needs of the project as they arise, adopting a collaborative "one team" approach.
 - Perform other related duties as assigned by the MEL specialist or project leadership.

Qualifications

- Bachelor's degree in communications, Public Relations, Marketing, Journalism or Higher Diploma with extensive experience in Communication, Journalism or related fields

Experience

- 10 years of relevant experience in communication, marketing, public relations, Journalism and content creation in related fields
- Proven experience in communications planning, coordination, brand management and communications.
- Exceptional writing, editing and storytelling skills with ability to produce clear, concise and engaging content.
- Skilled in photography and videography, with hands-on experience in capturing and producing high-quality visual content for diverse communication needs.
- Strategic thinker with ability to connect communication efforts to broader organizational goals
- Strong understanding of branding principles, compliance standards, and branding requirements.

- Exceptional attention to detail, with the ability to maintain brand integrity across multiple channels.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.

Child safeguarding and PSEA commitments

CBCC Africa maintains a strict zero-tolerance policy toward all forms of sexual exploitation and abuse. The organization treats all reports involving exploitation or abuse against children and vulnerable adults with utmost seriousness. CBCC Africa has implemented safeguarding policies that establish clear expectations, a code of conduct, and responsibilities for its personnel, including staff, consultants, volunteers, and interns. All individuals associated with the organization are required to adhere strictly to these guidelines to ensure the safety and dignity of vulnerable population

How to apply

If you would like to join the CBCC Africa team, please complete the form on this link [Communications Coordinator](#)

All applicants must provide at least three professional references, who are not family members or relatives, with current telephone contacts and email addresses. The references must be able to provide substantive information about your past performance and abilities.

Please note CBCC Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Our vacancy notices may appear in different job boards; however, all open vacancies are published on our website under the Opportunities page and on our official social media pages. Kindly also note that official emails from CBCC Africa are from hr@centreforbcc.com address.

The closing date for submitting applications is November 13th, 2024 at 5 p.m. (East African Time). Only shortlisted candidates will be contacted.