VACANCY ANNOUNCEMENT

COMMUNICATIONS SPECIALIST - AFIAP

POSITION'S AUTHORITY

Report to: Executive Director, CODA

Location of Post: Remotely

Period of contract: One year, renewable annually based on satisfactory performance

1. INTRODUCTION
A Special Declaration of the African Union Assembly (January, 2015) (Assembly/AU/Decl.5 (XXIV)) endorsing the High Level Panel Report (HLP) called on African Governments to take steps to curtail Illicit Financial Flows (IFFs) through, among others, institutionalizing prudent legal and regulatory regimes, including fiscal policies that disallow financial secrecy, fight corruption, strengthen African institutions, build African member states’ capacity for contract negotiation and tax administration and identify and return the resources lost through illicit financial flows in to finance Africa’s development agenda.

The African Financial Integrity and Accountability Support Project (AFIAP) is a response to the challenges posed by Illicit Financial Flows on the one hand, and accountability in public financial management on the other hand, which are key elements of several regional institutions policies and strategies.

The Coalition for Dialogue on Africa (CoDA) is an independent and joint special initiative based at the African Union Headquarters in Addis Ababa, Ethiopia which serves as the Secretariat of the High-Level Panel on IFFs from Africa. Accordingly, CoDA and the African Union Commission will carry out the approved activities for this project.

CoDA has received financing from the African Development Bank towards the cost of the AFIAP project, and intends to apply part of the agreed amount for this grant to payments under the contract for a Communications Specialist.

CoDA now invites eligible candidates to apply for the post of Communications Specialist as detailed below.

2. SCOPE OF SERVICES
Under the overall supervision of the Executive Director of the CoDA Secretariat, the consultant is expected to work in close collaboration with various stakeholders at national, regional and continental levels involved
3. DUTIES AND RESPONSIBILITIES

a) Develop a Communications Strategy in support of the Project

b) Spearhead the implementation of the project's Communication Strategy

c) Translate the project’s communication strategy into tangible and measurable time-bound outputs for all relevant stakeholders;

d) Develop, monitor and oversee the work plans / implementation plans linked to the project communication strategy to keep project activities on the front burner of stakeholders' consciousness and relevant media;

e) Track research and analyze information on from diverse sources to assess value and other potential impact, as well as the effectiveness of the strategy’s implementation;

f) Develop project’s communication products, such as infographics, social media engagement, impact stories, case studies, and other program messaging to increase awareness and understanding of the project activities;

g) Develop key messages, daily updates, measures and guidance on the project activities

h) Prepare and issue, subject to appropriate clearance, advocacy products such as briefing notes, talking points, press releases and reports;

i) In consultation with others, identify and propose information opportunities, activities and approaches, considering the specificities of the situation/topic and target audience;

j) Liaise with media and handles request for interviews and statements;

k) Undertake other duties as instructed by the Executive Director.

4. QUALIFICATIONS

a) Excellent emotional intelligence and interpersonal and people management skills, including an ability to effectively lead a team, communicate a vision, maintain morale, make timely and transparent decisions, and prevent and manage conflict;

b) Ability to make objective decisions and resolve problems, exercising the highest standard of responsibility to handle confidential and sensitive issues;

c) Proficiency in the languages of English and French is required, including the ability to quickly synthesize complex technical and programmatic issues into concise communication. Knowledge of any additional language of the AU would be advantageous;

d) Excellent communication and analytical skills;

e) Proven ability to work in a team;

f) Ability to draft/edit text and to articulate ideas in a clear, concise style to a variety of audiences, as in the project.
well as facilitation skills;

5. EXPERIENCE
   a) Advanced university degree (Master's degree or above) in Communication, Journalism or related field. A first level university degree in combination with two additional years of relevant experience may be accepted in lieu of the advanced university degree;

   b) A minimum of five (5) years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required.

   c) Familiarity with, as well as experience concerning, the instruments and workings of the AUC, ECA or AfDB and other African and/or Non-African intergovernmental organizations;

   d) Proven knowledge of the development and implementation of communications strategies;

   e) Experience in converting technical reports, briefs, and analysis into plausible communication pieces slated for mainstream and digital media platforms.

6. HOW TO APPLY
   Interested individuals should submit their resume and letter of interest via email to info@codafrica.org and AbelT@africa-union.org no later than 5.00 pm (EAT) on 15th May, 2023.

   Please note that only shortlisted candidates will be contacted. Female candidates are highly encouraged to apply.

   The Coalition for Dialogue on Africa (CoDA) does not accept any form of fees or payment for recruitment.