



Italian Association Amici di Raoul Follereau (AIFO) – AIFO Liberia
Vacancy Announcement No. 23S/2022_QR2_CAD-L
Position Title: Communications Officer

Issued on: 29, July 2022
Deadline for Application: 15 August 2022

AIFO is an International NGO with headquarters in Bologna, Italy, working in the field of international health cooperation and disability since 1961. AIFO operates in Liberia since 1997. AIFO Liberia's mission focuses on the promotion of disability rights, building the capacity of local Disabled People Organizations (DPOs) and on fostering economic independence for People with Disabilities (PWDs).

AIFO Liberia is hiring a multitalented person to work with us a Communications Officer. AIFO Liberia follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially persons living with disability.

The Communications Officer is responsible for developing and rolling out various communication contents and activities for AIFO- Liberia. He/she will work implement the communications strategies of all AIFO Liberia projects. The Communications Officer will also be responsible to provide AIFO's HQ with up-to-date information and coverage of relevant news and development about AIFO Liberia's activities. When asked, the Communications Officer should also be able to provide comments on current and relevant issues.

Good interpersonal skills, digital and multimedia skills and ability to communicate externally and internally is important for this role.

Responsibility and duties

Communication and Media Tasks

- Lead the development and implementation of a communications strategy for AIFO Liberia overall strategic plan;
- Identify and implement public relations and provide support for advocacy, monitoring and evaluation;
- Provide input to all major project documents, including strategies, donor reports and other technical documents, to ensure they are well written and clearly communicating the messages;
- Support the development / design of IEC materials including flyers, banners, brochures, and other materials to transfer knowledge to target audience;
- Update AIFO with photos, documents AIFO Liberia 'success stories' in collaboration with partners and write periodic newsletter and contents to update AIFO Liberia website and social media;
- Provide support and advice to AIFO Liberia on the strategic use of social media and branding 'strategies and manage AIFO Liberia social media pages and ensure that the all social media platforms remain relevant;



- Support the implementation of activities (workshops, study visits and seminars) with donor and partner's organizations;
- Assist in compiling, drafting and formatting applications and donor reports, and Compile and finalize narrative annual report;
- Coordinate AIFO VOICE Radio and TV program;
- Support the radio and Video program of CAD-L.

Organizational relationships:

The Communication Officer will report to the Country Director and (s)he will be working in close collaboration with the CAD-L Chief of Party, Project Officers, and Project Manager (VOICE). (S)he will work in coordination and consultation with the Regional Office team.

If necessary, (s)he will guarantee the complete handover to the indicated successor, placing him/her in the concrete possibility of carrying out his/her assignment and of carrying out the necessary accounting and technical checks.

Public Relation Tasks

- Interact with media organizations in Liberia and participate in public events (seminars, meetings, dialogues) when requested by AIFO Liberia;
- Draft press releases, statements, news summaries and ensure print and electronic media coverage for the events.
- Proactively identify media opportunities and, in close liaison with AIFO's partners, plan and implement media events including press releases, report launches, press conferences, public information events and press conferences
- Be prepared to give statements to media and interviews, in cooperation with AIFO projects managers and the Country Director

We would like you to have the following qualifications

- Sound knowledge of disabilities;
- Evidence of strategic thinking and proven ability to organize, plan and prioritize work;
- Strong design skills, drafting and reporting;
- Ability to undertake research;
- Experience in performing services local / international organizations
- Excellent presentation skills, network, advocacy and negotiation skills;
- Ability to work in a team and independently;
- Ability to build proven capacity building skills;
- An excellent planner and organizer, good understanding of development and the Liberian context.

Digital Skills:

- Good knowledge of Microsoft Office (Word, PowerPoint, Publisher, Excel);
- Experience in using social media platforms including Facebook, LinkedIn, Twitter and Instagram and as well as YouTube;



- Experience in photography and Video production;
- Good working knowledge of modern office equipment (printers, scanners, camera etc.) Knowledge in using graphics design software such as Corel Draw, and Adobe suit is an added advantage

Other qualifications and experience

- Bachelor Degree in Communication, Marketing or related field;
- 2 to 4 years of substantial professional experience in positions of progressive responsibility including positions at international or national level working on disability issues;
- Good communication and interpersonal skills;
- Knowledge of computer applications, such as Microsoft Suite, including Outlook is required;
- Ability to maintain confidentiality and exercise sound judgment in relation to all forms of communication;
- Dynamic, self-motivated, conscientious, professional, devoted, honest and discreet;
- Able to work in a multicultural environment and respect diversity.

The communication officer will report to the Country Director of AIFO Liberia in Monrovia, Liberia.

Terms of Employment

One-year contract with possibility for extension based on performance and availability of funding.

How to apply: Send your CV, a cover letter detailing how you meet the job specification and three references to cv.liberia@aifo.it indicating in the subject of the email: **Communications Officer**