



Naymote Partners For Democratic Development (PADD)	Job Vacancy Media & Communication Officer– 1 Position
Program Title:	Media & Communication Officer
Duty Station:	Monrovia Central Office (100%)
Job Allocated Time:	40 Hours per week with an hour Lunch
Background & Profile of Naymote	Naymote Partners for Democratic Development is a mission-driven organization that advances the principles of good governance, rule of law, and participatory democracy. Since 2001 Naymote has initiated several programs to foster political accountability, thereby making elected leaders more accessible, responsible, and accountable to the electorates, building the capacity of local leaders to be more effective in service delivery, increasing youth and women participation in decision-making processes, conduct research on citizens' perception on the working of the lawmaker, produced publications on youth participation in local government, fostering social accountability, and legislative openness, etc.
Objectives of the Position:	The Media & Communication Officer will support the program manager and will be responsible for handling the Media and Communication aspect of the institution's program, including the full implementation of the Naymote communication policy, strong skills in social media engagement, web designing, drafting press releases, branding and engaging press conferences for the program. He or she will be responsible to brand the institution and update its activities on the various websites and social media platforms, as well as raising the institution public profile and reputation. Enhanced skills in graphics design is an added advantage.
Opened Application Date	May 1, 2023

JOB DESCRIPTION (JD) – Media & Communication Officer

Role	In coordination and agreement with the Program Manager (PM), is responsible for defining and fully implementing the institution communication strategy, plan, and objectives. • Responsible for all internal and external communication, maintain effective communication between staff, donors, partners and target audience regarding the institution programs/projects. • Retain all information related to projects, programs or activities, regularly update the institution database of project beneficiaries and volunteers, manage and regularly update the institution website,
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	supervise and update the organization blog & social networking sites with information, opinions from partners and link to other sites. • Help develop reports from activities implemented and post on website, produce documentaries and provided IT support as needed, increase publicity of projects through print and electronic media, as well as, social media campaign. • Write updates, press releases/ articles, established and maintained relationship with media. • Plans and organizes field activities for the communication department independently. Collects, Analyses, and synthesizes complex information Maintains network with mid to high-level interlocutors independently. • Is in charge of applying and implementing the goal and objective of the projects/program and support the plans of field activities and program
Production/Internal/External Communication	• Leads the conception, testing, and elaboration of communication support material (exhibitions, videos, print material, PPT presentations, etc) and supervise the quality of production and distribution of Naymote's newsletter, flyers and jingles. • Produces and ensures production of communication input (text, photographs, etc) on the proper initiative on ongoing activities. • Produces media material such as news releases and reactive press lines. • Organizes and conducts briefings, dissemination sessions, workshops, seminars, and public relations events for staff. • Acts as a resource person for the program regarding matters of relationships with local media in the country, and in collaboration with the program manager. • Participates in relations with selected ones (by promoting the program goal and objective through the media) • Ensures that the network is developed to push the objectives and activities of the program. This includes the national press club, civil

	society actors, etc. • Promotes Naymote's agenda, browse the website to know happenings and updates the Program Manager (PM) and all target groups and supports other departments • Contributes to effective internal communication and reporting and assist in organizing press briefings and field visits for the project if need be. • Advises on the socio-political and economic environment, which can influence Naymote's operations and keep the office informed of events in the country as they unfold • Advises and supports project staff on Communication matters that are happening in and around the country and participate in workshops/seminars organized by other departments when called upon.
Education required & professional experience:	Bachelor's degree in Mass communication, or political science, specialized training, and professional certificate in a similar field Excellent command of English, written and spoken Good computer skills, excellent command of standard Microsoft Office tools, website and social media management, and good knowledge of internet research 2 - 3 years of professional experience in a same or similar field of activity.
Application Process	Application package; • Motivation Letter: One page • Curriculum Vitae (CV), Maximum 3 pages • Contact details 3 professional referees • Submit the application to: info@naymote.com and cc: spencertaire1@gmail.com • Subject Line: Application for the position of Media & Communication Officer • Qualified females are encouraged to apply as Naymote believes and promotes equal opportunities for all.
Others	• Be adaptable and flexible enough to take on new challenges and master them. • <i>Only shortlisted candidates will be contacted.</i>
Application Closing Date:	May 19, 2023