

## VACANCY ANNOUNCEMENT

SOS Children's Villages in Kenya is a member of the SOS Children's Villages International (CVI) Federation. SOS Children's Villages in Kenya is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization's vision is "Every child belongs to a family and grows with love, respect, and security and its programs are driven by the mission of "building families for children in need, helping them shape their own futures and sharing in the development of their communities". In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities, and build strong institutions as laid out in SDGs 1, 4,8,10, and 16.

This is done through programs that are geared towards addressing the political, economic, health, and social root causes that lead to high levels of child vulnerability and put families at risk of breaking down. The programs focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health Care and Advocacy.

SOS Children's Villages in Kenya implements programs in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu, and Meru. SOS Children's Villages. We seek to recruit suitably qualified person to fill the following positions in **Communications Officer to be based at the National Office in Nairobi.**

### COMMUNICATIONS OFFICER – 1 POSITION

#### Mission of the position:

- Lead and guide in implementation of Communications and Branding Strategy to promote SOS Children's Villages in Kenya, support advocacy, programme and fundraising teams
- Develop and maintain professional contacts with key print and broadcast media nationally and proactively facilitate media coverage of SOS Children's Villages in Kenya's success
- Work with SOS Children's Villages in Kenya facilities staff to supply factual stories, photographs and video to local, national and international media and other outlets in a timely, proactive and professional manner
- Support in the development of high quality, well researched, and well written communications and media products (e.g., annual reports, newsletters, success stories, tweets, blog and Facebook post, brochures, posters, banners, press releases, speeches, etc.)

#### Key performance areas and main responsibilities

1. **Content Creation and Distribution:** Develop and distribute publications, press releases, website content, photographs, videos, partnership marketing resources/materials, other strategic and targeted communications as required to communicate SOS Kenya's mission and impact in liaison with facility heads.
2. **Social Media Management:** Maintain social media platforms (Facebook, LinkedIn and Twitter) for the MA; by proactively manage the generation and posting of content on the sites to increase visibility and foster positive engagement; Design and implement strategies to increase the number of followers at each site and website management.
3. **Media Relations:** Serve as the main point of contact for media, organize interviews, and maintain strong relationships with journalists to enhance SOS Children's Villages in Kenya's public profile.
4. **Storytelling and Documentation:** Collect and document success stories, best practices, and impact stories from the field to share with donors and external audiences.

5. **Strategic Communications:** Develop and implement internal and external brand and communication strategies that align with the organization's mission and audience needs as well as align it to progressive changes if any.
6. **Brand Management:** Ensure all communications materials are aligned with SOS Children's Villages' brand guidelines and donor requirements, maintaining consistency across all platforms.
7. **Program support:** Work with programs team on communicating events such as launchings, disseminations workshops, review meetings, field visits by developing the messages, press release and brochures appropriate for each event; •
8. **M&E Support:** In collaboration with the program M&E team and technical leads, initiate or accompany field visits to intervention areas to collect quality photos, quotes, and materials suitable for success stories and use in the communications work
9. **Event Planning and Support:** Plan and support SOS Children's Villages in Kenya's events, preparing communication materials and documenting events through photography and videography for promotional use.

### **Minimum Qualifications & Experience Required**

1. Degree in **Communications, International Relations Journalism, Public Relation** or related fields.
2. Minimum of 5 (five) years relevant experience.
3. Good understanding of needs of media and public audiences.
4. Social media skills.
5. Proficiency in English. Knowledge and Skills
6. Excellent communications and public speaking skills.
7. Excellent writing skills and should be able to compose engaging and accurate content/stories.
8. Strong communicator who works well independently and with a team.
9. Knowledge and skills of face-to-face and virtual events' production.
10. Superior time management skills and the ability to juggle multiple projects simultaneously.
11. Knowledge and skills of photo-taking and video shooting and editing skills.
12. Knowledge of Adobe Photoshop, Canva, InDesign and Illustrator is an asset.
13. Ability to think strategically and identify ways to improve communication efforts
14. Must be resourceful and take initiative even when given minimal direction
15. Knowledge of Salesforce and any other CRM system.

### **Child Protection Policy**

SOS Children's Villages Kenya takes (Child safeguarding and Asset safeguarding) very seriously it is your responsibility to ensure you understand and comply with the child safeguarding and Asset safeguarding policies of the Organization. You must sign the Organization's child safeguarding compliance form alongside this Contract. To show your acceptance of the terms of service and the Child safeguarding and Asset safeguarding policies.

### **Data Protection Policy**

At all times, ensure that the personal data of donors, sponsors, SOS Children's Villages in Kenya beneficiaries and their families, co-workers, suppliers, Board members, contractors, and other stakeholders is handled confidentially and by prevailing SOS-Kinderdorf International data protection laws and Kenya's legal frameworks on Data Protection.

### **How to Apply**

If you believe your experience, competencies, and qualifications match the job and role specifications described; send a **Cover Letter & updated CV in PDF** with details of **3 traceable referees** one of which must be an immediate former employer to **recruitment@soskenya.org** addressed to the Human Resources and Administration Manager to reach us on or before **13<sup>th</sup> October 2024.**

***Only shortlisted candidates will be contacted***

SOS Children's Villages holds strict child safeguarding principles and a zero-tolerance policy for the conduct of sexual harassment, exploitation, and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection, and hiring decisions will give due emphasis to assessing candidates' value congruence and thorough background checks, and police clearance reference check processes. SOS Children's Villages is an equal opportunity employer, and its Recruitment Policy addresses itself to the core values of best practice, diversity, and equality. SOS Children's Villages is an equal opportunity employer, and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.