



## **UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITION)**

Applications are invited for the following position:

### **COMMUNICATION OFFICER, ENGAGE PROJECT, INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID), AD1/1/24 – 1 POST**

#### **BACKGROUND**

The University of Nairobi Institute of Tropical and Infectious Diseases (UNITID) received an Award of project funding following a successful application for funding to the TAKEDA Pharmaceuticals Global Cooperate Social Responsibility (CSR). The project under the title ENabling Girls in Artificial Intelligence (AI) and Growing Expertise (ENGAGE) in Data Science will create a health-focused machine learning training programme for young women in Kenya. This foundational work will allow female data scientists to improve health in their communities. In this ENGAGE project, the University of Nairobi is collaborating with the University of California San Francisco (UCSF) and Kenyan Universities based in several counties.

#### **Job Summary**

The purpose of this position is to provide support to the communication function for ENGAGE project. This will include enforcing branding and marking guidelines, development, and production of communication materials like photography, videography, and support during project events. Additionally, incumbent will be expected to work with Project Manager to identify high quality success stories which will be used by donor and project staff to produce communication materials.

#### **Key Responsibilities and Duties**

- i) Organize and manage ENGAGE project photo/video library, ensuring that all materials are well organized, up to date and accessible for project use and reference.
- ii) Maintain strong relationship with all project staff and check in on a weekly basis for story leads, success story suggestions.
- iii) Develop and disseminate Audio visual content (record audio/video clips of beneficiaries to enhance visibility of project work.
- iv) Designing, Copywriting, and development of project tools and job aids within the branding and marking guidelines of the donor.
- v) Work with the Project Manager to develop and Implement a communications plan to track impact of project in the community.
- vi) Maintain and create content for blogs, news, video and social channels such as Twitter, Linked-In, YouTube and Facebook (or equivalent) on a regular basis and share the same with ENGAGE project management team.
- vii) Design and disseminate factsheets and reports on a quarterly basis to all relevant internal and external stakeholders.

- viii) Provide technical support (photography and videography – including editing and production) for documentation or urgent need and high impact stories case studies, learning series, technical briefs and documentaries that showcase ENGAGE project work and impact.
- ix) Respond to immediate requests from project manager.

**Job Specifications, Applicants shall have:**

- i) Bachelor's degree in relevant field (Communications, Journalism, Marketing, Public Relations)
- ii) **Skills:** Excellent communication and interpersonal skills (English and Swahili fluency required); Excellent writing, editing and proofreading skills; Photography and/or videography skills and extensive experience with Adobe Creative suite software (similar software)
- iii) Ability to work both independently and collaboratively.
- iv) Proactive, results-oriented, and service-oriented.

**Notes**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement;
5. Late applications will not be considered and
6. Applications should be emailed as one file in PDF: [recruit-counitid@uonbi.ac.ke](mailto:recruit-counitid@uonbi.ac.ke)

**CLOSING DATE: WEDNESDAY, JANUARY 31, 2024**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**