



VACANCY ADVERT: MEDIA AND COMMUNICATIONS OFFICER

(closing date: 9 May 2023)

Who are we?

The Accountability Lab Zimbabwe (the Lab) is part of a global trans local network which catalyses a new generation of active citizens and responsible leaders. We train, mentor, and resource citizens to strengthen systems of accountability to unleash positive social and economic change. The Lab also strives to reinvent the way that development organizations operate through radical accountability, context-appropriate reporting, and creative awareness campaigns. Accountability Lab seeks a dynamic, creative and qualified individual to fill the position of Media and Communications Officer (MCO) for a USAID funded project the New Narratives for Accountability in Zimbabwe. The Lab is especially keen to review applications from suitably qualified female candidates and candidates from traditionally underrepresented groups in Zimbabwe.

Position Description

The MCO will work in the Communications Department reporting to the Media and Communications Manager. The MCO may supervise Fellows, Interns and Volunteers recruited to the department. The MCO's main responsibilities include but are not limited to the following researching, preparing fact-checking, editing, and producing professional media and communications materials in support of ALZ communication strategy.

The Lab is a learning organization, the MCO will support its learning objectives for internal purposes as well as external influencing and further education purposes.

RESPONSIBILITIES

- Strategic
 - Supporting implementation of ALZ Communication Strategy
 - Overseeing production of project learning pieces including op-eds, blogs, and copy edit of these
 - Drafting media announcements, releases and advisories
 - Supporting formulation of background notes, speeches and talking points for public appearances.
 - Contributing to development of social media content and campaigns
 - Collaborating with colleagues/other departments of ALZ to generate and create innovative communication products that will appeal to specific audiences.

- Media Relations
 - Pitching stories to journalists and organizing media engagements.
 - Developing a media outreach plan to identify and build relations with a network of traditional and specialized media and maintain these relations to increase ALZ's media profile.

- Producing and maintaining up-to-date media briefs, kits and press releases.
- Monitoring and reporting on media coverage. Including, advice on outreach activities with press and other communication target groups.

Skills

- Excellent organizational and planning skills with the ability to prioritize time and work effectively;
- Strong people skills with the ability to work under pressure;
- Highly-motivated, confident communicator with the ability to engage with people at all levels;
- Pays attention to detail and displays a high level of integrity;
- Proficient in document creation and editing software, e.g. Microsoft Word, GoogleDocs
- Knowledge of social media platform, and website content management and monitoring, i.e. Meta and Twitter analytics, Google analytics
- Some knowledge of design and editing software desirable, e.g. editing software for audio and video editing, graphic image editors etc.
- Excellent writing and communication skills

Qualifications

A minimum of bachelor's degree in a relevant field

- 5 years of experience in the media and communications industry
- Familiarity with local political and governance issues
- Established contacts or networks in print and broadcast media is desirable

Eligibility: The Accountability Lab is not able to sponsor work visas, and will give priority to Zimbabwean citizens and those who have the right to work in Zimbabwe.

Location: Harare with extensive travel across Zimbabwe and internationally as needed.

Compensation: Competitive, commensurate with skills and experience.

For more information or to apply, please send a cover letter, CV and salary expectations to zimadmin@accountabilitylab.org by 1700 hrs on Sunday the 9th of May 2023. Please use “**AL Zim MCO Application**” as your reference.