**JOB DESCRIPTION**

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| **JD Unique ID** | 79036 |
| **Job Title** | Communications Officer – FCDO WASH Systems for Health |
| **Company/Employer** | Self Help Africa |
| **Location** | Abuja, Nigeria. |
| **Contract type** | Fixed term contract, full-time (Local Recruitment) |
| **Period** | 1 year, renewable based on donor funding availability. |
| **Remuneration** | ₦6.5m to ₦8.8m annual gross |
| **Reports to** | MEAL Manager |
| **Organisation Overview** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.  In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.Our three core values are:▪ Impact: We are accountable, ambitious and committed to systemic change.▪ Innovation: We are agile, creative and enterprising in an ever-changingWorld.▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Programme Description:** | In Nigeria, we have a strong reputation in the WASH sector for our work on rural sanitation, having achieved the country’s first ODF LGA, and our systems strengthening approach to sustainable WASH service delivery.SHA is implementing a GBP£5m programme focused on WASH systems strengthening, covering Nigeria and Sierra Leone. We would lead the overall consortium, and the work in Nigeria, whilst another INGO is leading in Sierra Leone, under our oversight and overall consortium leadership.The aim of the programme is to strengthen the systems needed to establish and sustain reliable, resilient and inclusive WASH services. The programme will be for a duration of 4 years and currently in its second year. The project’s geographical scope covers Cross River and Kano states including some national level engagements. This role is based in Abuja, with regular travel to the two project states. The three broad focus areas of the programme are:**Intermediate Outcome 1**: Strengthening the overall ‘cycle’ of WASH policy, strategic planning, budgeting, implementation, monitoring, review and adaptation, with improved inclusion and social accountability, in the target LGAs and states.**Intermediate Outcome 2:** Assessing and demonstrating service delivery models for sustainable, inclusive and climate resilient rural water supply, and laying the foundations for upscaling across the implementation states and Nigeria as a whole.**Intermediate Outcome 3:** Laying foundations for accelerated, climate-resilient progress in rural sanitation at LGA, state, the northwest zone and national levels.**Intermediate Outcome 4:** Strengthening sector capacity, networks, collective action and political commitment, to enhance sector progress, efficiency and effectiveness, at national and target state levels.  |
| **Job Purpose** | The Communications Officer serves as the primary architect of the WASH Systems for Health (WS4H) Project's external image and narrative. At the heart of this role is the ability to develop compelling stories that capture the essence of the project's goals, activities, and impact, resonating with diverse stakeholders. As a pivotal member of the project team, the Communications Officer spearheads efforts to elevate the project's visibility, enhance its reputation, and foster meaningful engagement with key stakeholders.This role demands a strategic thinker who possesses a keen understanding of communication dynamics and a knack for creative storytelling. Responsibilities encompass more than just disseminating information; they entail curating experiences that captivate, educate, and mobilize. Through strategic planning, the officer ensures that messaging is coherent, consistent, and aligned with the project's and SHA’s overarching objectives.Central to the role is the ability to foster connections and build bridges across diverse stakeholders. By cultivating relationships with media outlets, influencers, partners, and communities, the Communications Officer cultivates a vibrant ecosystem of engagement. This role thrives on collaboration, as the officer works hand in hand with project teams, partners, and stakeholders to amplify the project's impact and reach. |
| **Key Responsibilities** | **Communication, Planning and Development:*** Develop and implement comprehensive communications strategies and plans to effectively communicate the objectives, activities, and impact of the WS4H Project.
* Coordinate with project teams to identify key messages, target audiences, and communication channels for project dissemination.
* Produce Behaviour Change Communications content in line with project objectives in collaboration with project implementation team
* Produce a wide range of communications materials, including press releases, articles, blog posts, social media content, newsletters, reports, presentations, and audio-visual materials.
* Develop compelling stories, success stories, case studies, and testimonials to showcase the project's achievements, lessons learned, and best practices.

**Media Relations and External, Digital and Social Media Communications Management:*** Coordinate media relations activities, including developing media outreach strategies, pitching stories to journalists, organizing press briefings, and responding to media inquiries.
* Cultivate relationships with media outlets, journalists, and influencers to generate positive media coverage and enhance the project's visibility.
* Manage the project's online presence and social media platforms, including website content management, social media posting, engagement, and analytics tracking.
* Create engaging social media content, including graphics, videos, and infographics, to amplify project messaging and reach a broader audience.

**Collaboration, Stakeholder Engagement and Event Management:*** Organize and facilitate stakeholder engagement events, workshops, conferences, and webinars to promote dialogue, knowledge sharing, and collaboration among key stakeholders.
* Support the planning, coordination, and logistics of communication-related events and activities, including venue booking, participant coordination, and materials preparation.
* Collaborate closely with project staff, partners, and stakeholders to ensure alignment of communications activities with project goals, objectives, and messaging.
* Provide communications support and guidance to project teams, partners, and beneficiaries to ensure consistent and effective messaging.

**Monitoring, Evaluation, and Learning:*** Monitor media coverage, social media trends, and stakeholder feedback related to the project, and prepare regular reports and analyses to track communications performance, identify opportunities, and inform strategic decision-making.
* Support knowledge management and learning efforts by documenting and disseminating project-related information, lessons learned, success stories, and innovative approaches through various communication channels.

**Transparency, Compliance and safeguarding*** Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption.
* Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities.
* Provide support to establish feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities and contribute to the protection of programme participants at the LGA level.

**Accountability** In line with Self Help Africa’s commitments under the Core Humanitarian Standard (CHS), the job holder will: * actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E).
* work with relevant colleagues to ensure that the Community Feedback and Response Mechanism (CFRM) is functional and accessible, that feedback and complaints are welcomed and addressed.
* work with relevant colleagues to ensure that information about CFRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.
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| **Key Relationships** | **Internal:** Global Comms Team, Programme, Monitoring, Evaluation & Learning, Finance & Admin, Procurement, HR & Admin, Security and Communications teams.**External**: Public and Private TV and Radio Stations, National and subnational WASH Media Networks. |
| **Knowledge, Experience and Other Requirements** | **Educational qualifications and requirements:** * Bachelor’s degree in Communication, Journalism, Public Relations, International Development, or a related field. A master’s degree will be an added advantage.
* Minimum of **4 years** of professional experience in communications, public relations, or media relations, preferably in the international development sector or related fields.
* Strong writing, editing, and storytelling skills, with the ability to distil complex information into clear, compelling messages for diverse audiences.
* Demonstrated experience in developing and implementing communications strategies, plans, and campaigns, including digital communications and social media management.
* Proficiency in using communication tools and platforms, including content management systems (CMS), social media management tools, email marketing platforms, and graphic design software.
* Experience in media relations, including pitching stories to journalists, organising press events, and managing media inquiries.
* Knowledge of the WASH sector and/or experience working on WASH-related projects is an asset.

**Skills:** * + - * Excellent communication and negotiation abilities for engaging with diverse stakeholders.
			* Excellent planning, coordination, and prioritisation skills.
			* Strong facilitation, diplomatic and interpersonal skills.
			* Good command of writing in English.
			* Excellent communication and team-working skills, with the ability to build good relations, both internally and externally.
			* Excellent computer knowledge with command on MS Office and graphic design suites.
			* Ability to work in a multicultural, diverse and performance-related environment.
			* A proactive approach to problem-solving.
			* Ability to work independently with minimal direction.

**Desirable** **•** Gender and intercultural sensitivity **•**  Positive outlook and team spirit **•** Adaptable and responsive disposition relative to the demands of the task.• Female candidates are strongly advised to apply.**Language Requirements:** Excellent written and oral proficiency in English and local languages is required. |

**Application Procedure:**

Fill and send the attached Self Help Africa form and send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

Email title must be same as the position you are applying for and the location of the position

The deadline for this application is **26th September, 2025**. You are advised to apply early, as applications will be treated on roll-in basis. Only shortlisted candidates will be contacted.

*Self Help Africa is an international development charity, and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the*[*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *and*[*Child and Adult Safeguarding Policy*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf)*, inside and outside of work hours. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures.*

*Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you’re excited about this role but your experience doesn’t align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!*

**Self Help Africa strives to be an equal opportunities employer**