

**Communications and Learning Officer, Nigeria**

**JOB DESCRIPTION**

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| **Job Title** | Communication and Learning Officer |
| **Programme/Dept.** | RUSHPIN Programme |
| **Place of Work** | Calabar Cross River State |
| **Reports to** | RUSHPIN Programme Manager |
| **Manages** | Communications and learning of RUSHPIN |
| **Budget Responsibilities** | Workplans |
| **Relationship to others** | Work closely with PSO, State & LGA Technical Officers, Finance Manager, Grant Accountant, Partners, Government Agencies and other stakeholders. |
| **Compensation** | Commensurate to position and experience |

**INTRODUCTION**

The position offered will form part of the team for United Purpose’s (UP) ongoing Global Sanitation Fund (GSF) Programme on the eradication of open defecation, increased sanitation and improved hygiene practices. The Programme is implemented by UP supporting local implementing partners and aims to achieve open defecation free (ODF) status at scale.

**JOB PURPOSE**

To strengthen the communications and media work, learning and sharing in the RUSHPIN Programme and more widely in UP and to WSSCC/GSF. The incumbent will engage the partners and broader public on advocacy issues and raise the profile of UP, primarily through communication tools, media and events. S/he will have a key role in developing, improving, adopting, and sharing best practices and innovative approaches in sanitation and hygiene promotion.

**MAIN DUTIES AND RESPONSIBILITIES**

* To implement UP’s communications in the context of the advocacy, Organisational Learning & Knowledge Management, and Behaviour Change and Communication strategies;
* To report on the progress of the communication work plan including the coordination
* of the delivery of its outputs;
* To develop communication messages relevant to the Programme and UP’s work and streamlining UP’s messaging;
* Support the team responding to other emerging tasks as may be required.

**SPECIFIC RESPONSIBILITIES**

1. **Operation and Monitoring**
   1. Support programme staff and partners in documenting human stories;
   2. To support the recording and documenting of best practices in approaches, methodologies and techniques;
   3. To oversee internal and external communication and media work of UP to reach out more effectively to Programme target audiences;
   4. To develop media communication for the print media, newsletters and social media;
   5. To monitor and analyse how the Programme and UP is covered in the media;
   6. To review and monitor progress of outreach opportunities and take follow-up actions;
   7. Build capacity of partners to develop and implement communication and learning strategies;
   8. Monitor programme communications budget.
2. **Corporate Management**
   1. Support Programme Manager to review and input to terms of references for external evaluations;
   2. Strengthen GSF Programme and UP’s branding consistent with the organisations’ global plans;
   3. Organise jointly with RUSHPIN team communication actions and events;
   4. Conduct reviews of RUSHPIN and UP’s communication strategies and plans.
3. **Reporting and Documentation**
   1. Support Programme Manager and team in developing monthly, quarterly, six-month and annual reports;
   2. Improve the programme's effectiveness through systematic learning and the promotion of best practices and innovations in sanitation and hygiene;
   3. Efficiently and systematically capture, develop, store, retrieve and share knowledge to achieve programme objectives.
4. **Learning and Sharing**
   1. Identify & share documented learnings and practices with partners and programme and UP staff;
   2. Support partners to improve learning and sharing mechanisms with their interventions;
   3. Promote culture of two way learning in the organisation;
   4. Ensure externally generated ideas, learnings and practices are introduced to the programme and more broadly in UP.
5. **Contribution to Effectiveness of the Programme and UP**
   1. Work collaboratively with other programmes to strengthen integration and cross-learning in the country programme and with WSSCC/GSF
   2. Demonstrate willingness to take the initiative, be creative and contribute to overall goals.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Professional Qualification**   * At least a first degree in Communication or Information Sciences or a related field. | * Knowledge of WASH issues, especially sanitation and hygiene challenges and opportunities * Knowledge of participatory research methods, participation action and learning * Knowledge of contextual diversity of various areas in Benue & Cross River States |
| **Experience**   * At least 3 years in communications and learning in a middle-level role in a social sector or development organisation; * Experience of international work environment and intercultural communication; * Demonstrable experience with different media channels. | * Experience with social media; * Experience of organising lesson-learning sessions. |
| **Essential Skills**   * The incumbent must be able to write and produce documents to the highest standard ready for publication; * Experience with packaging information to target different audiences; * Excellent computer knowledge with command on MS Word and PowerPoint among other packages of MS Office; * Excellent verbal and written command of the English language; * Good interpersonal skills; * Excellent computer knowledge with command on MS Excel among other packages of MS Office; * Adaptable and responsive disposition relative to the demands and development of the programme. | * Fluency in Pidgin and vernacular languages will be an added advantage |
| **Others**   * Ability to prioritise multiple tasks; * Self-motivated person able to work without close supervision: * Able to effectively promote UP’s mission values, and objectives; * Willingness to work beyond normal work day at crucial times |  |