



HJF Medical Research International, Ltd/Gte

7 Usuma Street • Maitama • Abuja, Nigeria

Vacancy Announcement

Position: Communications Specialist	Date: 28 October 2021
Open to: All Interested Applicants	Closing Date: 11 November 2021
All Interested candidates should submit an updated CV, cover letter to: HR@wrp-n.org Please state Communications Specialist in the subject line.	

Job Summary:

The Communications Specialist will implement internal and external communication programs and projects for the Walter Reed Program – Nigeria (WRP-N), under the supervision of the program’s HJF Director of Administration and Operations (DAO) and with close collaboration with the U.S. Government Country Director (CD). Core work will focus on designing, writing, producing, and distributing organizational publications for internal and external audiences, including briefing binders, newsletters, factsheets, press releases and fliers. The incumbent will be expected to engage with internal unit leads for programmatic content and with the HJF and WRAIR HQ Communications Offices for published written media, web-site content development, and social media postings. Close collaboration will also be expected with numerous partners, including other U.S. Embassy Nigeria Agencies and Sections, the Nigeria Centre for Disease Control, and the Nigerian Ministry of Defense.

Major Roles and Responsibilities:

- Develop, socialize, and implement an annual communication and outreach strategy that promotes public awareness of and support for WRP-N programs among external audiences.
- Plan, write, prepare and/or review organizational publications for internal and external audiences, including briefing binders, employee newsletters, press releases and articles to be used at post or for headquarters (HQ) public websites, social media, and newsletters.
- Develop salient talking points that update internal leadership on key developments, additions and milestone achievements to ensure senior management is kept up to date.
- Participate in WRP-N external engagements (e.g., meetings, workshops, seminars, conferences, etc.) for the purpose of networking, conveying and/or gathering information and photos necessary to “tell the story” of WRP-N. Participates in out-of-town events as required.
- Consult with appropriate staff/departments on internal/external communications issues and the production of publications and presentation materials for the purpose of ensuring accurate data/information.
- Work closely with the U.S. Embassy Public Affairs Section (PAS), the WRAIR HQ Communications office, and the HJF HQ Communications unit, as appropriate, to establish a standard set of talking points/information and introductions on program’s scope of operations, history. Responds to inquiries from various internal and external parties to provide this information.

- Work closely with HJF and WRAIR HQ Communications Offices regarding website and social media content submissions; consistency of logos, letterheads, and templates with current branding guidance; and general communication issues that arise throughout the year.
- Maintain close collaboration with the Embassy PAS by being included on their distribution list, attending their weekly meetings, and establishing themselves as part and parcel of the overall Embassy communication structure. Works with communication counterparts in USAID and CDC, to review and/or contribute to press releases on program successes and lessons learned, new program inaugurations, key events, and other significant developments as directed by the DAO or the CD.

JOB SPECIFICATIONS:

Minimum Education/Training Requirements: A Bachelor's degree (B.A) in Communications, Journalism, or Marketing is required.

Prior Work Experience: At least five years of demonstrated successful experience in communications, media relations, public relations, graphic design, or journalism ~ editing and writing for different platforms is required. Proven experience in disseminating information to a variety of target audiences is required.

Knowledge, Skills, and Abilities

Excellent written and oral communication skills in English are critical. Strong interpersonal skills and the proven ability to multi-task, and to produce quality narratives on short notice is required. Proven coordination and organizational skills within a fast-paced, multi-cultural work environment is also essential to this position.

Skills related to word processing are required, and familiarity or training in databases, electronic mail, website development, Photoshop, PowerPoint, and other publishing software is preferred.

Excellent attention to detail is critical. The ability to prioritize and manage competing requests and to differentiate messages based on audience segmentation is also essential to this position. Able to convert technical language to be easily understood by lay persons. Must be able to consistently plan, prioritize and organize work in a way that produces strategic results.

This position will be expected to exercise good judgement and operate independently with minimum oversight and supervision.

Language Proficiency: Level IV English (fluency in both written and oral) is required

License: N/A

Supervision Received: Supervision by the DAO. Incumbent will require close collaboration with the CD and the remainder of the WRP-N senior management team.

Supervision Exercised: N/A