



## JOB ADVERTISEMENT



Job Position	Communications Officer
Project	Christian Churches Monitoring Group
Line Manager	Project Manager
Work Place	Caritas Zambia (Lusaka)

### 1. INTRODUCTION

Caritas Zambia, as the secretariat for the Christian Churches Monitoring Group (CCMG), is seeking a dynamic and values-driven Communication Officer to help grow its impact and influence on governance, peace building, and elections in Zambia.

Caritas Zambia is an institution of the Zambia Conference of Catholic Bishops (ZCCB) dedicated to promoting the Social Ministry of the Catholic Church. Caritas Zambia is an evidence-based advocacy organization with a mandate of fostering and upholding human dignity by promoting integral human development through research, advocacy, monitoring and participation in the formulation of economic and social policies. CCMG is an alliance of four faith-based organisations formed to help promote credible elections through non-partisan citizen monitoring. The CCMG partner organisations are Council of Churches in Zambia (CCZ), Evangelical Fellowship of Zambia (EFZ), Jesuit Centre for Theological Reflection (JCTR) and the Zambia Conference of Catholic Bishops (ZCCB).

## **2. ROLES AND RESPONSIBILITIES**

### **Media relations:**

- Effective and timely professional assistance and support are provided in developing, drafting and maintaining contact information, materials and relationships with journalists and media outlets covering all media – print, TV, radio, web etc. – in Zambia, to communicate the story of CCMG’s work to a wider audience. Help to refine and implement the office media engagement strategy through close working with media outlets.
- To organise public events and manage CCMG corporate materials.
- To facilitate for media engagements in order to project a good image of CCMG.

### **External communications and advocacy:**

- As needed, support the creation of visibility products and implementation of visibility plans for key partnerships. This will include the writing of human-interest stories and social media posts and organising visibility events. Implement advocacy campaigns under the leadership of unit head of programmes.
- To gather news and other materials from all departments and regulated enterprises for inclusion in CCMG magazine/newsletter publications upon approval by superior.
- To Manage CCMG’s website and social media and monitor social media for CCMG posts and respond as and when necessary.

### **Monitoring and evaluation:**

- Regular monitoring and evaluation activities are undertaken according to the work plan to ensure maximum impact and continuous improvement of CCMG communication efforts.
- To monitor and analyse media coverage on CCMG

To oversee production of CCMG awareness and promotional materials and advertising.

## **3. EXPERIENCE, KNOWLEDGE, AND SKILLS**

- At least five years’ work experience in similar positions
- Must have good verbal and written communication skills.
- Must be able to communicate effectively in English and write briefs and reports
- High degree of interpersonal skills
- Analyses materials required to be published to ensure that they convey the right message to the target groups.
- Ability to analyze news coverage trend
- Ability to harness physical and material resources to enable carry out tasks years post qualifying experience in a similar work environment
- Knowledge of editing suits (Adobe suit and coral drawer)
- Computer literacy
- Photography skills
- Grade 12 School Certificate or equivalent.
- A minimum of a degree in Mass Communication, Public Relations, or the equivalent.
- Certificate in M&E / Project management will be an added advantage.

- Please send the CV, the cover letter that includes why you are interested in this position at this point in your career
- One page statement on how you will maintain a positive, values-based organizational culture.

SEND DETAILS TO: [caritaszambiazec@gmail.com](mailto:caritaszambiazec@gmail.com) and copy [edmondkanga@outlook.com](mailto:edmondkanga@outlook.com)

Deadline : 6<sup>th</sup> January 2022