

Communications Assistant –Hargeisa, Somaliland

Organisation Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Pharo Ventures. The vision of the Foundation is an economically vibrant and inclusive Africa. The mission is to achieve our vision by investing in Africa’s human and physical capital with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia, Somaliland and Rwanda. The key themes for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self- sustaining businesses that focus on job and economic value creation.

Headquartered in London, the Foundation has an operational Head Office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa) and Rwanda (Kigali) with further expansion plans in East Africa.

Position Summary

We are looking for a professional Communications Assistant to join our team. The role holder will be responsible for assisting with photography, video editing, creating content for social media, graphic design, managing information and event management. The ideal candidate should be an excellent communicator with strong attention to detail and should be able to manage and execute projects, as the primary objective is to ensure a clear communication of the Foundation’s activities across different platforms.

The candidate must be fluent in **English** and must be able to produce well-written pieces in both languages. He or she must be able to write professionally in **Somali**.

Job Title: Communications Assistant

Reports to: Communications Officer

Job Location: Hargeisa, Somaliland

Contract Type: Fixed Term

Key Duties and Responsibilities

- Create and edit videos/documentaries for the programs.
- Capture professional Photos
- Create and edit publications such as newsletters and social media posts.
- Assist in the execution of communications strategies and implementation of social media strategies.
- Help in researching, writing and editing content for distribution.
- Constantly collect data (photos and videos), evaluate the status of the company’s public image, and come up with new ideas for communications projects.
- Maintain calendars and schedules.
- Any other duties assigned by the Communication Officer.

Qualification Requirements

- Previous work experience as a Communications Assistant or a similar role.
- Proficiency of design software (Photoshop, premiere and InDesign).
- Proven proficiency in using various social media platforms.
- Strong video and photo editing skills.
- Strong camera handling skills
- Knowledge of media relations and digital media strategies.
- Excellent verbal, written and interpersonal skills.
- Strong organization skills and detail-oriented.

Behavioural Competencies

- Results orientated and ability to work efficiently in a high-paced environment.
- Ability to be creative and innovative in generating new ideas and undertaking research.
- Excellent communication and interpersonal skills.
- High level of professionalism, work ethics, integrity and data collection analysis and reporting
- Good writing and reporting skills.
- Fluent in Somali and English.
- Commitment, ability to work under pressure and meet deadlines.
- Willingness to travel to designated programme locations.

Application Procedure

This position is open to both female and male nationals from Somaliland.

Review of applications will begin as soon as they are received, and only **complete** applications will be considered. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

How to Apply:

Interested candidates, who meet the above requirements, should submit their application through email to recruiting.sl@pharofoundation.org with subject line "**Communication Assistant**"

Requirements:

1. A recent updated CV.
2. Cover letter to explain the experience you have gained that indicates you are the most qualified candidate for the role (maximum 1,000 words).
3. Your current or last benefit package and expected benefit package for this position.
4. A list of minimum five (5) references with current email address and phone number.
5. Copies of your qualification.