

Position Title	Manager- Communications & IT
Job Grade	D Upper
Department	Communications and ICT
Reporting to	Executive Director
Direct Reports	Communications Officer, ICT Officer
Duration	3 years
Position Location	Nairobi, Kenya

Organisation Overview

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit pan-African organisation headquartered in Nairobi, Kenya, whose vision is to see transformed lives on the African continent through science. Our tripartite mandate is (1) recognition of excellence through the AAS' highly prestigious fellowship and award schemes, (2) provision of advisory and think tank functions for shaping Africa's Science, Technology, and Innovation (STI) strategies and policies, and (3) implementation of key STI programmes addressing Africa's developmental challenges. The current strategy for the AAS focuses on five strategic focus areas: Environment and climate change, health and wellbeing, natural sciences, policy and governance and social sciences and humanities. The AAS' mission is to leverage resources through excellence and thought leadership for sustainable development.

Position Overview

Lead the development of an engaging and compelling AAS brand in Africa, develop and implement a Pan African communication, fundraising and marketing strategy that leverages unique strengths of AAS to achieve Africa's targets for research and innovation growth.

To plan, develop and implement effective and efficient communication strategies for the AAS and raise awareness and understanding of the Academy's activities across Africa and globally. To manage all communication activities and requirements for the Academy and provide technical support to departments within the Academy as required.

Principal Duties and Responsibilities:

Communications & Public Relations

- Lead on all aspects of developing the internal and external communication strategy for the Academy
- Develop and implement relevant and appropriate communication and information exchange guidelines, mechanisms and procedures for the Academy.
- Work closely with the Executive Director and Managers of units within the Academy to develop appropriate communication materials and mechanisms to disseminate them to science policymakers, research dissemination agencies, scientific research networks and other relevant stakeholders across Africa.
- Promote participatory approaches in knowledge exchange and information management locally, regionally and internationally to raise awareness on the Academy's activities.

- Develop active local, regional and international networks to promote public and stakeholder engagement in science through collaboration with science related institutions and funders
- Provide support in the exchange of knowledge and dissemination of information on the Academy's programmes and co-ordinate and support the documentation of case studies and best practices.
- Lead a small team of colleagues to engage local, national and international media to input public fora for health and science and to communicate and disseminate information on the Academy's activities.
- To develop, review, update and edit all communication materials including branding, web content, publications, papers, newsletters etc. and ensure that the Academy standards are adhered to as well as projecting a positive image of the organization
- Liaise with third parties to ensure accurate and timely production of publication and communication materials e.g. brochures, newsletters, documentaries etc.
- Support colleagues across the Academy in refining skills in editing, proofreading and presentation.
- Maintain databases of Academy publications and other outputs, a calendar of events and mailing lists
- Keep track of the online footprint and media mentions of the Academy's work and amplifies these where appropriate
- Create and lead strategies to increase employee awareness of changes and new and ongoing projects to promote productivity at the Academy, including distribution of executive messages, prepare presentations and internal memos, and conduct meetings to share information and develop print materials and branding strategies for employee use.
- Leads development and building of an engaging and compelling AAS brand in Africa and globally
- Promotes the effective integration of communications and marketing messages and activities across Africa and beyond
- Build and manage the AAS's influence, reputation, voice and brand with key external and internal audiences; this will involve securing and maintaining buy-in with stakeholders and within the Academy's operating environment such as African governments, global NGO's and Researchers
- Identify opportunities for proactive advocacy and campaigning (including key events attended by key decision makers) to build support for Academy programmes.
- Co-ordinate and manage the work of the Comms/ICT team; includes Brand, Media, Science Communication and Technology and Application units of AAS through their managers
- In collaboration with stakeholders, monitor the performance of the Academy in terms of fund raising, communications and marketing performance including growth and brand recognition.
- Serve as a member of the Management team and participate in the meetings as well as departmental meetings ensuring follow up and implementation of recommendations for all engagements
- Provide regular consolidated briefs and updates to the Executive Director in terms of key progress, underperformance (if any) and challenges.

ICT

- Lead implementation of strategy, oversee the operationalisation of the strategic five-year plan and ensure that the structures, processes and approaches required to achieve it are in place.

- Drive improvements in operations by identifying and synthesizing strategic priorities across the organisation and creating and rolling out plans for cross-functional collaboration including operational processes, internal infrastructures, reporting systems, suitable staffing, organisational policies, and risk mitigation frameworks all designed to foster greater productivity, efficiency, and growth.
- Oversee the development and implementation of an effective ICT ERP/digital systems strategy that addresses the technological needs of the organisation and ensures that the organisation adapts to emerging needs that support efficiency and effectiveness.
- Advise management on IT matters including the implications of various functional and technological alternatives and ICT strategies, compliance, governance and standards including their impact on the Organization's ability to deliver its programmes.
- Support the organisation in development and implementation of strategies to meet long-term funding needs and coordinate the sustainability strategies for the organisation.
- Ensure data security and compliance with relevant Kenyan and international regulations regarding data privacy and cybersecurity guidelines.
- Provide input in the planning and compilation of the business unit's annual budget aligned to the operational plans to support the implementation of set objectives.
- Performs other duties as directed by the Executive Director.

Person Specifications

Academic Qualifications

- Bachelor's degree in communication, PR, Journalism and Information Systems/Technology/Computer Science or its equivalent from a recognized institution;
- Masters degree preferred in the relevant field

Professional Qualifications

- Membership to a relevant professional body

Experience/Knowledge and Skills

- At least 10 years in Communication and Multimedia and ICT support and system administration, with at least three (3) years at a senior level;
- Strong proficiency in the Adobe Suite (particularly Premiere Pro, InDesign/illustrator) or an equivalent.
- Professional certification in Servers, Networks, Hardware
- Experience in supporting Server Systems (Windows, SQL, VM), supporting Windows Desktop Operating Systems, Network (LAN/WAN) setup and administration
- Training in productivity tools within Microsoft Office Proficiency in Windows server virtualization, MS Exchange, MS SharePoint and Cyberoam UTM firewall administration
- Knowledge and experience in IT project management and systems engineering including systems analysis, design and implementation.
- Technical skills in most if not all aspects of Communication/ICT management with a focus on budgets analysis, decision making processes, policies and procedures,
- Working experience within intergovernmental or international organizations and within government in the natural of applied science sector in different regions of the world.
- Familiarity with ICT Systems; ensuring positive outcomes to all stakeholders
- Intermediate level proficiency in MS Office applications i.e. word, excel, PowerPoint, MS Project, Outlook
- Ability to interpret long term plans, programs and budgets for the department

- Project management skills and an ability to develop plans, programs, SOPs, and coordination of workflows

Competencies (Core and Managerial)

Communication (C), Accountability (C), Innovation (C), Knowledge sharing and continuous improvement (C), Planning and organizing (C), Results focus (C), Teamwork (C), Professionalism (C), Building partnerships (M), Driving and managing change (M), Leading and empowering others (M), Making quality decisions (M), Managing performance (M), Strategic thinking (M)

Skills and Attributes

- Commitment to the Academy's mandate vision strategic direction, and priorities
- Proven skills in training and facilitation of capacity building with an ability to initiate and manage change and to recognize and adjust to rapidly changing conditions;
- Self-motivated, detailed oriented who enjoys working independently and as part of a team
- Diplomacy: He/she will be required to have the ability to think fast amidst handling pressure and sensitive situations in a professional manner
- Organizational skills: manage various meetings, reports, employees, and assorted office tasks that require top-notch organization and multitasking abilities
- Collaboration: comfortable working and communicating with a diverse workforce that includes executives, senior management team, mid management personnel, vendors, contractors among other stakeholders
- Strong training and facilitation skills with an ability to initiate and manage change and to recognize and adjust to rapidly changing conditions;
- Strong communication and presentation skills including ability to write reports;
- High level interpersonal and cross-cultural skills including ability to build collaborative relationships with sensitivity to diversity;
- Strong quantitative and analytical skills, verbal skills and ability to communicate information clearly and effectively to internal as well as external stakeholders;
- Able to work in an international and multi-cultural setting; and
- High moral standing with impeccable integrity.

Languages

Excellent in English (Oral and written)

Knowledge of other African Union languages (e.g., Arabic, French, and Portuguese) will be an advantage.

Additional information

This is a fixed term engagement. The successful candidate will be engaged full time (40 hours/ week) for a period of 3 years working at the AAS offices in Nairobi, Kenya.

All applicants **must** submit a duly filled [job application form](#) from the AAS website. Interested candidates are encouraged to submit their application and include: one-page cover letter, curriculum vitae/ resume.

Applications should be sent to recruitment@aasciences.africa with the subject **Manager, Communications/PR and ICT** by **9th October 2024 17:00HRS EAT**. Only shortlisted candidates will be contacted.

Website: www.aasciences.africa