



Out-Right Namibia (ORN)
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JOB DESCRIPTION

ADVOCACY AND COMMUNICATIONS OFFICER

Reports to: Coordinator: Programmes and Operations

The post holder will work in close consultation with the Director and the Programmes and Operations Coordinator and is responsible for overall communication and the advocacy agenda of the organization.

The ideal candidate must be self-motivated, energetic and highly organised with an understanding of the multi-layered issues facing organisations working on HIV/AIDS and Key Populations.

Functional competencies for this position:

- Assist in research and writing stories for the newsletter and website, sourcing photos and artwork
- Source interesting and newsworthy stories and articles for media agencies
- Relay commissioned stories particularly from writers and broader production team
- Advances the organisational programmes/ projects and brand of the organization
- Set up and maintain Media team for productions of print and broadcast media
- Interviewing individuals, NGOs, projects working in/with key population groups
- Taking pictures for the Out-Right Namibia photo gallery
- Archiving articles and pictures for future reference
- Sourcing and editing possible news-clippings
- Set up and maintain the organisational communications equipment and ensure that the equipment is kept safe and in good condition at all times
- Getting quotations from different service providers annually, or as required

- Participate in the ORN Editorial Committee meetings
- Communicate regularly with the Programmes coordinator with regards to progress reports on articles
- Communicate with the translators, freelance writers and the graphic designer on the progress of activities
- Collect invoices from translators, writers, illustrators and the graphic designers to facilitate payments
- Ensure that every media team member, writer and translator has a signed Memorandum of Understanding (MoU) for the year of the work published
- Ensure that the database of members and directory recipients is effectively updated with correct information
- Set up and maintain radio programme
- Create awareness and visibility activities aligned with all organisational programmatic engagement

The post holder will additionally undertake from time to time certain mutually agreed tasks relating to ORN as assigned by the Coordinator: Programmes and Operations.

Minimum Requirements

- A recognised Degree in Communications, Journalism or Media Studies
- A minimum 3-year relevant experience.
- Proficiency in spoken and written English.
- Knowledge of the NGO environment, human rights issues, previous NGO work experience and a valid drivers' license will be an asset.