

Job Title:	Location:	Reporting to:	Reportees:
Communications Associate	Any Ahaki location	Communications Officer/Specialist	
Cross-functional Coordination:		Budget responsibility:	
Ahaki CSO & Institute		No	
Position Type:	Probationary Period:		
Full-Time	6 months for 2-years contracts / 3 months for 1-year contracts		

About Ahaki

Ahaki is a pioneering African Institute of Higher Learning and Civil Society Organisation committed to advancing specialised education, research, policy innovation, and advocacy at the intersection of health and social justice. Through an integrated, Africentric, and interdisciplinary approach to teaching and learning, Ahaki cultivates transformative leaders and change agents to champion equity and resilience across African health systems.

As a dual-mandate organisation, Ahaki influences both policy and practice, strengthening institutions, empowering communities, and driving inclusive governance that prioritises Africa's most marginalised populations.

Role Purpose

The Communications Associate provides critical day-to-day support in delivering Ahaki's communication and visibility agenda. Working under the guidance of the Communications Officer/Specialist, the Associate contributes to the planning, development, and dissemination of content across internal and external platforms, enhancing the institution's voice, visibility, and engagement.

This role plays a key function in operationalising communication plans, supporting digital engagement, and ensuring quality and consistency in branding and messaging across the Institute and CSO.

Key Responsibilities

1. Content Development & Editorial Support

- ▶ Draft, edit, and proofread content for newsletters, blogs, reports, factsheets, web content, and social media posts.
- ▶ Assist in packaging research outputs, learning products, and advocacy materials for various audiences.
- ▶ Maintain and update editorial calendars in line with programme deliverables and strategic communication goals.

2. Digital & Social Media Engagement

- ▶ Manage daily content scheduling and updates across Ahaki's social media platforms.
- ▶ Track and report engagement metrics, identifying areas for improvement.
- ▶ Ensure timely promotion of events, publications, and announcements on digital channels.

3. Graphic Design & Visual Communication

- ▶ Support the development of basic visual assets, infographics, videos, and promotional materials using templates and design software (e.g. Canva, PowerPoint, Adobe suite).
- ▶ Ensure all visual content adheres to Ahaki's brand identity and style guidelines.

4. Event & Campaign Support

- ▶ Support the planning and execution of communications activities during events, campaigns, and public engagements.
- ▶ Assist in event photography, live event communication, and post-event reporting.

5. Media Monitoring & Database Management

- ▶ Monitor media coverage and maintain a press clipping repository.
- ▶ Maintain and update databases of media contacts, mailing lists, and communications stakeholders.

6. Internal Communication & Documentation

- ▶ Support internal dissemination of key information and updates through intranet, bulletins, or announcements.
- ▶ Take meeting notes and support documentation of lessons learned, success stories, and knowledge products.

Person Specification – Core Competencies & Experience

▶ Qualifications & Experience

- ▶ A bachelor's degree in communications, Journalism, Public Relations, Development Studies, or a related field.
- ▶ At least 2 years of experience in a communications role within academia, civil society, public health, or the development sector.

▶ Writing & Content Development

- ▶ Excellent writing, editing, and proofreading skills with attention to detail and audience-specific tone.
- ▶ Ability to capture and edit photos, as well as record and edit videos and audio for reels and other content
- ▶ Proficient in operating audio-visual production equipment, including cameras, audio mixers, and related software
- ▶ Ability to convert technical information into clear, engaging language.

▶ Digital Savvy

- ▶ Working knowledge of social media tools, web content management, and email marketing systems.
- ▶ Familiarity with Adobe Suite and Canva or similar design tools.

▶ Organisation & Time Management

- ▶ Ability to manage competing priorities, meet deadlines, and work in fast-paced environments.
- ▶ Strong organisational skills, with a proactive and detail-oriented approach.

▶ Teamwork & Communication

- ▶ A collaborative mindset, comfortable working in cross-functional teams.
- ▶ Strong interpersonal skills with professional fluency in English; additional African languages are an asset.

▶ Passion & Alignment

- ▶ Commitment to Ahaki's mission and values, with a deep interest in health equity, social justice, and Africentric development narratives.