

JOB TITLE:	Junior Officer - Communications
TYPE OF CONTRACT:	Intern
UNIT/DIVISION:	External Relations and Innovations
DUTY STATION (City, Country):	(Working from home arrangement) – Nairobi, Kenya
DURATION:	September 2020 – February 2021

Job Brief

WFP is looking for a communications Intern to provide support to the External Relations and Innovations Unit. The assignment will provide an opportunity for the Junior Officer to gain invaluable exposure to WFP's work in Kenya and firsthand experience by participating in the development of communication content important to showcase this work to both internal and external audiences.

The position requires a highly creative person with skills to produce concise stories and posts across different media, strong writing and desktop publishing skills, ability to assist in the development and production of external communications material (text, photos and videos) including layout and graphics design and have the drive to build an active and vibrant social media space for the Kenya Country Office.

Major Responsibilities

- Prepare concise communications e.g. impact stories, social media posts, video scripts, etc.
- Research content ideas and stories relevant to WFP work in Kenya
- Collect and collate pictures and amateur videos of WFP projects for production of web stories and social media posts
- Support production of visibility products, infographics and desktop publish reports and publications
- Document (text, photos and videos) donor visits, WFP staff, or visibility events
- Support the execution of visibility events, exhibitions, or media-oriented events
- Maintain and update the country office content database (e.g. files, photos)
- Media monitoring
- Any other duties as required

Requirements

- A first degree in communications, journalism or media studies
- Excellent written skills in English
- Strong skills with layout and design software
- Good understanding of food security issues in Kenya
- Event organization skills are desirable
- Strong interpersonal skills
- Previous demonstrated relevant experience will be an added advantage