

JOB OPPORTUNITY
FEMINIST AFRICA
INSTITUTE OF AFRICAN STUDIES, UNIVERSITY OF GHANA, LEGON

Feminist Africa, a Digital Journal Project located at the Institute of African Studies, University of Ghana, Legon is seeking to recruit a Digital Communications Officer (Part-Time).

Job Description

The African continent's open access digital journal *Feminist Africa* is looking to hire a dedicated Communications Officer to join our staff team. The Communications Officer will support the implementation of our internal and external communications strategy to:

1. Manage our electronic mailing.
2. Manage the Project's list-serve and other communications.
3. Manage the Project's communications with its primary community of users.
4. Manage activities of the Project contributors and subscribers.
5. Write and disseminate publicity materials.
6. Respond to inquiries from the public and the media.
7. Coordinate promotional events.

To succeed as *Feminist Africa's* Communications Officer, you should be able to think creatively, have excellent communications and interpersonal skills, and an understanding of how gender influences African social relations and cultures.

Specific Responsibilities are:

1. Collaborate with Executive Editors and Project Team to develop and implement an effective digitally-based, transnational communications strategy based on Feminist Africa's vision, mission and target audience.
2. Write, edit, and distribute content, including publications, press releases, website content, speeches, and other material that communicates the organization's activities, calls for contributions, forthcoming issues, publications and/or other outreach and knowledge-community-building activities.
3. Respond to media inquiries, arrange interviews, and act as a spokesperson for the Journal.
4. Establish and maintain effective relationships with journalists, update and maintain subscriber and media databases.
5. Seek opportunities to promote the ideas and knowledge into circulation through the publication of the Journal, and publicize other related activities and events as required.
6. Maintain records of academic and research citations and media coverage, and collate analytics and metrics. (Impact factor)
7. Manage miscommunications as they come up, and call on management to avert escalation.

8. Any other duties assigned.

The successful person should have the following requirements:

- Master's Degree in Communications, Journalism, or related field.
- Minimum of 2 - 5 years' relevant experience in a digital communications role.
- Knowledge of desktop publishing software (In Design, Photoshop, illustrator).
- Excellent verbal, written, and interpersonal skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems (Wordpress), and social media platforms.
- Familiarity with digital publishing.

Please, send your application to:

Dr. Gertrude Dzifa Torvikey
Programme Officer
Feminist Africa Journal (<https://feministafrica.net/>)
Institute of African Studies (<https://ias.ug.edu.gh/>)
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Deadline for submission of application: 30th April, 2021