

## **JOB DESCRIPTION FOR COMMUNICATIONS OFFICER**

<b>Job Title:</b>	Communications Officer	<b>Location:</b>	Lagos, Nigeria
<b>Department:</b>	Media and Communications	<b>Length of contract:</b>	Indefinite
<b>Role Type:</b>	National	<b>Grade:</b>	-
<b>Travel Involved:</b>	As required	<b>Direct Reports:</b>	None
<b>Reporting to:</b>	Media and Communications Lead		

### **Organisational background**

BudgIT is a civic organization that applies technology to intersect citizen engagement with institutional improvement, to facilitate societal change.

A pioneer in the field of social advocacy melded with technology, BudgIT uses an array of tech tools to simplify the budget and matters of public spending for citizens, with the primary aim of raising standard of transparency and accountability in government.

### **Job purpose**

The Communications Officer is saddled with the responsibility of implementing BudgIT communications strategies: generation, management and distribution.

### **Key working relationships**

Working relationships will include Principal Lead, Program Leads, and Communications Team.

### **Job Responsibilities:**

- Participate in the branding and image-making of the organization as appropriate.
- Support in all writing needs of the organization from press release to blog posts to reports to official briefs, and coordinate other content development processes.
- Support the management of communication channels chiefly social media platforms and newsletter.
- Drive online engagements and advocacies at all times, while holding the ground for organizational perception management.

- Provide assistance for writing, editing, and production of research works by various departments, with a focus on maintaining BudgIT communications and branding standards.
- Develop organization's impact stories through periodical articles.

### **Qualifications and experience:**

#### Education:

- Bachelor's Degree in relevant degree.

#### Experience and Core Competencies:

- Substantial and proven experience as a content writer
- Ability to translate reports or documents into manageable posts for social media platforms
- Ability to analyse and communicate complex information to a wide range of audiences.
- Ability to think and operate strategically, independently, and creatively.
- Ability to effectively translate strategy and concepts into intellectually stimulating content.
- Initiative, influencing skills, self awareness, ability to work effectively with others and critical analysis skills.
- Must have exceptional written and oral presentation abilities
- Ability to manage multiple projects in a fast-paced, dynamic environment.

Interested and qualified candidates should send their CVs to [hr@yourbudgit.com](mailto:hr@yourbudgit.com) using the subject title, "Communications Officer."