



Mbaazi Close, Off Kingara Road,
Lavington, Nairobi
P.O Box 19329-00202 Nairobi, Kenya
Tel: +254-20-2398724
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e: csa@csakenya.org

Position Title:	IT/Communication Officer
<i>Date of Commencement of Duty:</i>	<i>Immediate</i>
<i>Duty Stations:</i>	<i>Nairobi</i>
Duration:	One Year- (Renewable)

About the Centre for the Study of Adolescence

Centre for the Study of Adolescence (CSA) is a leading national organization committed to the promotion of the health and development of young people through research, technical assistance, advocacy, and capacity building to expand choices and improve access to safe, affordable, and sustainable health services. CSA works in partnership with governments, relevant institutions, professionals, and communities to support young people's right to exercise choice, access health services, and fully participate in activities promoting their health and general well-being.

Overview of the project

The IT and communication function supports CSA's work by providing timely, dependable, and innovative applications at our offices in line with CSA's communications strategy. This is to ensure that users have the requisite knowledge and resources needed to utilize our systems effectively, and stay up to date on IT solutions, policies, and information security best practices. This role also involves providing communications support, system updates, design and development of materials, production of monthly newsletters and communications tools. The role covers creating and maintaining effective digital media content and assets across a range of platforms.

Duties and Key Responsibilities:

- Deliver standard software and hardware support to staff.
- Monitor and troubleshoot CSA IT systems to ensure a consistent delivery of IT support to all staff.
- Develop and maintain effective communication assets such as templates, graphics, fliers, banners, databases and maintain internal IT communications.
- Develop and publish announcements and other content and uploading on CSA website and digital platforms- LinkedIn, podcasts, Instagram, Facebook, X-Twitter, You Tube, Tik Tok, campaigns/petitions and press releases produce images and videos/documentaries and other communication products as may be required Build and manage engagement of different audiences through CSA communication platforms.
- Work closely with project teams CSA staff and volunteers on preparing and reviewing

research, program, monthly newsletters, and communications products.

- Maintain digital program folders, databases, media archives including photos and videos, and media records and their utilization.
- Stay current on cyber trends to share communications and updates as needed collate periodic media analytics and metrics for different platforms evaluating the impact and reach of IT communications and support program teams with as and when requested.

Desired Qualifications, Skills, and Experience:

- University degree in communications, Information Technology, Computer Science, or a related field
- + 2 years of relevant work experience in communications, media, marketing and knowledge/significant interest in information security and technology
- Ability to function independently with limited direction.
- Excellent communication and writing skills.
- Advanced experience with Microsoft Office Word, PowerPoint and Excel, Box and Content Management Systems.
- Aptitude in graphic design and production, with working knowledge of InDesign, Illustrator, and Photoshop among others
- Ability to communicate and build effective working relationships across diverse audiences.
- Demonstrable experience of excellent interpersonal communication skills, both written and verbal, with the ability to reach multiple types of stakeholders.
- Experience of managing and generating effective content, writing, and editing for a range of channels such as social media
- Initiative-taking, adaptable, and innovative
- Ability to work to tight deadlines and manage competing priorities.
- Communications skills Networking skills with a natural ability and curiosity
- Excellent writing, editing and proofreading skills.
- Good verbal communication and presentation skills
- Excellent interpersonal and individual communication skills
- Ability to build positive relationships with people from diverse cultures and backgrounds.

How to Apply

Please submit an application letter with a detailed current CV indicating 3 references. Two of whom should have been direct Supervisors. Applications should be sent to jobs@csakenya.org; **INDICATE THE JOB TITLE IN THE SUBJECT LINE OF YOUR EMAIL.**

The applications should be received by latest **22nd April 2024, 5:00 pm** Kenyan time.

Addressed to:

**The Administrative Manager
Centre for the Study of Adolescence
Mbaazi Avenue, Off Kingara Road, Lavington
P.O. Box 19329-00202, Nairobi**