



# **Independent Consultant: Communications Officer**

Strengthening the SDGs Kenya Forum as an  
accountability platform for gender and development

## About us

Development Initiatives (DI) is a global organisation harnessing the power of data and evidence to end poverty, reduce inequality and increase resilience.

We deliver trusted and actionable insights for decision-makers and partners based on what available data can tell us. We increase data use by growing people's skills, expertise and confidence in data and showing how data can drive better outcomes. And we improve what data is available by helping others to collect, share, manage and use data responsibly and effectively.

Through this, we are supporting partners to:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking.
2. Improve the quantity, quality and coherence of public finance and private investment.
3. Challenge systemic and structural barriers to equity and support the reform of existing systems.

So our work informs effective policy and practice, helps change mindsets and influences debate to bring about the changes we want to see.

With staff in Kenya, Uganda, the UK and the US, and partners in many other regions and countries, we have networks to make an impact across the globe.

We undertake an exciting portfolio of grant-funded work and we offer consultancy services to those who share our aims and values.

## Purpose of the assignment

DI hosts the SDGs Kenya Forum Secretariat, and is a strategic partner in the implementation of the Strengthening the SDGs Kenya Forum as an Accountability Platform for Gender and Development Project, funded by Bill and Melinda Gates Foundation.

The purpose of this role is to support the communications arm of the SDG Kenya Forum by creating promotional materials and social media content, contributing to the development of the SDGs Kenya Forum website, organising meetings and presentations, and interacting with partners to effectively deliver the SDGs Kenya Forum messages to the public and the media. The post-holder will be expected to be professional and self-organised, possess very good written and verbal communication skills, and have knowledge of marketing and communications trends.

## Governance and accountability

The lead for this assignment from DI is Mariam Ibrahim, Head of Africa Office ([Mariam.Ibrahim@devinit.org](mailto:Mariam.Ibrahim@devinit.org)), and the workplan will be managed by Rose Oluoch, Program Lead, SDGs Kenya Forum ([Rose@sdgkenyaforum.org](mailto:Rose@sdgkenyaforum.org)). Information and updates will be shared between the post-holder and the SDGs Kenya Forum/DI team on a regular basis to ensure that the work is on track.

## Guiding principles and values

The post-holder is expected to respect confidentiality of data and, where necessary, protect the anonymity of respondents involved. In line with DI's belief in transparency of data, all data resulting from the project (except for confidential information) will be made publicly available in a usable format in partnership with the SDGs Kenya Forum.

## Contractual details

**Location:** Nairobi, Kenya

**Duration:** Fixed-term consultant contract for six months

**Salary scale:** KES 80,000 – KES 100,000 per month

## Technical duties

- Write content for both print and web, including the SDGs Kenya Forum website and social media accounts, as well as blogs, brochures and newsletters.
- Plan and support the implementation of a communications strategy.
- Monitor the SDGs Kenya Forum's social media and online presence.
- Organise and manage promotional events and ensure promotional materials meet the Forum's brand identity strategy.

- Recommend techniques to improve the visibility and public image of the SDGs Kenya Forum.
- Ensure promotional content is developed in a timely and professional manner.
- Assess and report on the effectiveness of communications strategies.
- Facilitate meetings, press conferences and presentations, and take minutes.
- Provide administrative and logistical support to the SDGs Kenya Forum Secretariat.
- Update website content, including blogs and images, with support from the M&E Lead.
- Perform other duties for the DI–SDGs Kenya Forum partnership as may be required.

## Person specification

- Bachelor's degree in marketing, communications, English, public relations or journalism.
- At least three or four years' experience working in the marketing/communications and administration field.
- Good understanding of effective marketing and communications techniques.
- Must have excellent writing and editing skills.
- Able to communicate clearly and effectively.
- Strong time-management and organisational skills.
- Strong social media skills.
- Must be proactive, with strong partnership and networking skills.

## Duration and indicative timelines

The position is expected to commence in May–October 2021 for an initial contract of six months, with a possibility for renewal after review of the role's contribution to the work of the organisation.

## Oversight and collaboration

The post-holder will be briefed by the SDG Kenya Forum Program Lead, but will also work closely with the SDG Forum's Gender Lead to ensure the adequate sharing of knowledge and information.

## How to apply

To apply, please email [HR.Africa@devinit.org](mailto:HR.Africa@devinit.org) with an up-to-date CV and a brief cover letter (maximum one page) outlining how you fit the role and the areas of expertise outlined above.

Closing date: 23 April 2021.

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Contact  
Connie Fitzgerald  
Human Resources Officer  
[Connie.Fitzgerald@devinit.org](mailto:Connie.Fitzgerald@devinit.org)

To find out more about our work visit:

[www.devinit.org](http://www.devinit.org)  
Twitter: @devinitorg  
Email: [info@devinit.org](mailto:info@devinit.org)

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#### **GLOBAL HUB**

Development Initiatives  
First Floor Centre, The Quorum  
Bond Street South  
Bristol  
BS1 3AE, UK  
+44 (0) 1179 272 505

#### **EAST AFRICA HUB**

Development Initiatives  
Shelter Afrique Building  
4th Floor, Mamlaka Road  
Nairobi, Kenya  
PO Box 102802-00101  
+254 (0) 20 272 5346

#### **AMERICAS HUB**

Development Initiatives  
1100 13th Street, NW  
Suite 800, Washington DC  
20005, US