



P.O. Box 30690,
GPO 00100
Nairobi,
Kenya.

Telephone: 4441920/4445160/4445543/4441854
cell phone: 0733-334419/0722-203617
Email: tekelezi@chak.or.ke

USAID Jamii Tekelezi Program

POSITION DETAILS			
Position Title:	Communications Intern	Office Location:	Embu Meru.
Christian Health Association of Kenya - Overview			
<p>Christian Health Association of Kenya is a national faith-based organization of the Protestant Churches' health institutions and programs from all of Kenya which was established in 1946 with a presence in 45 counties in Kenya. CHAK is dedicated to promoting universal access to quality health care. The mission of the organization is to facilitate the provision of quality health services through health systems strengthening, innovative health programs, training, advocacy, and partnerships as a witness to the healing ministry of Christ.</p>			
USAID Jamii Tekelezi Program Overview			
<p>USAID Jamii Tekelezi Program (UJTP) is a five-year USAID-funded program to support HIV services in cluster 3 counties (Embu, Meru, Nyandarua, and Tharaka Nithi. UJTP is a consortium, comprised of three organizations: Christian Health Association of Kenya (CHAK), Mission for Essential Drugs and Supplies (MEDS), and the National Organization of Peer Educators (NOPE). CHAK is the prime.</p> <p>The program provides technical assistance /mentorship and direct implementation of comprehensive, evidence-based, and tailored HIV and TB prevention, care and treatment interventions in supported health facilities.</p>			
Position Purpose <i>(Provide a brief summary describing the primary function and general purpose of this position.)</i>			
<p>The purpose of this position to provide support to the communication function for the USAID Jamii Tekelezi project. This will include enforcing branding and marking guidelines, development, and production of communication materials like photography, videography and support during project events.</p> <p>Additionally, incumbents will be expected to work with the communications officer to identify, research and develop high quality success stories which will be used by donors, project staff to produce a quarterly e-Newsletter amongst other communication materials.</p>			
Key Responsibilities <i>(Describe the major duties and responsibilities of this position in order of importance.)</i>			
<p>Digital Content and Multimedia development</p> <ul style="list-style-type: none"> Develop and disseminate Audio visual content (record audio/ video clips of beneficiaries to enhance visibility of program's work. 			



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- Work with the Communications officer to design, copywriting, and development of project SOPs, tools and job aids within the branding and marking guidelines of the donor.

Media Engagement

- Maintain an up-to-date media contacts list and regularly reach out to media contacts.
- Work with the communications officer to develop and implement a communications plan to track impact of USAID Jamii Tekelezi's communication strategy.
- Maintain and create content for blogs, news, video and social channels such as Twitter, Linked-In, YouTube and Facebook (or equivalent) on a regular basis and share the same with CHAKs Communications team for upload in CHAK's web pages.
- Any other duties as may be assigned from time to time by the communications officer and the Chief of Party or their nominee.

Organizational learning

- Work with the communications officer to organize and manage UJTP photo/video library, ensuring that all materials are well organized, up to date and accessible for program staff use and reference.
- Maintain strong relationships with all UJTP teams and check in on a weekly basis for story leads, success story suggestions.

Branding and Marking

- Provide support to ensure that **all** UJTP supported facilities, equipment, offices and vehicles are correctly branded and marked in line with donor requirements.
- Work with the communications officer to maintain a robust and up to date database of scene setters for all facilities supported by the UJTP project.
- Develop and disseminate County factsheets on a quarterly basis to all relevant internal and external stakeholders.

Publications and Communication Materials:

- Work with communications lead to design the quarterly UJTP report for sharing with staff, key stakeholders and donors.



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- Provide technical support (photography and videography- including editing and production) for documentation of urgent need and high impact stories, case studies, learning series, technical briefs and documentaries that showcase USAID Jamii Tekelezi work and impact.
- Respond to immediate requests from Communication lead for updates on programs and or events.
- Ad hoc support to all Communications need when needed.

Basic Requirements *(Describe the experience, knowledge, skills, expertise, education, licenses and/or certifications, and specific computer/technical skills required to successfully perform in the position. Candidates must meet basic requirements to be considered for this job.)*

- A strong interest in HIV programming.
- Excellent writing skills (in English) are imperative to this position. Writing with a US-based population in mind will be an added advantage.
- Bachelor’s Degree in relevant field (communications, journalism, marketing, public relations, etc.).
- Excellent communication and interpersonal skills (English and Swahili fluency required).
- Excellent writing, editing, and proofreading skills, especially geared towards a US based audience.
- Photography and/or videography skills and extensive experience with Adobe Creative Suite software (similar software).
- Ability to work both independently and collaboratively.
- Candidate will need to be a self-starter, someone who can manage their time and tasks independently and responsibly.
- Respect for individuals regardless of their race, nationality, gender, sexual orientation, age or legal status.
- A sense of humor, patience and diplomacy.

How to apply

Qualified and interested candidates should submit a cover letter and curriculum vitae via email to hr@chak.or.ke **on or before November 30th, 2022**. Kindly specify on the Subject Line*: *** communications intern**. Only shortlisted candidates will be contacted**.**