

**AIMS**African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

Job Profile

Title:	Communications Officer
Reports to:	Acting Director of Communications, AIMS-NEI (with dotted lines to the Executive Director, AIMS Senegal)
Direct Reports:	N/A
Status:	Internship (6 months, renewable)
Duty Station:	Mbour, Senegal

Overview

The Communications Officer will support the Communications Department in content development, event planning, media engagement and day-to-day operations. The Communications Officer will be based at the AIMS Senegal centre in Mbour, with the following duties:

Responsibilities

1. Communications

- Draft an annual communications strategy and work plan for AIMS Senegal
- Compile content for communications documents (e.g. briefing notes, fact sheets, brochures, yearbook and student guide) for AIMS Senegal
- Develop content for the AIMS Senegal website, monitoring and updating as required
- Maintain the AIMS Senegal Facebook page and draft AIMS Senegal-related content for publication on AIMS-NEI pages, notably Twitter and LinkedIn
- Provide Senegal content for the AIMS-NEI monthly newsletter and develop content for the AIMS Senegal newsletter where required
- Facilitate requisitions for AIMS Senegal audio-visual materials and manage relationships with vendors
- Manage the AIMS Senegal content bank, organizing photo shoots at the beginning of the academic year for students and the entire campus community
- Translate communication collateral, ensuring there are English and French versions

2. Media Relations and Public Affairs

- Facilitate booking with vendors and media outlets
- Coordinate media relations including negotiating media appearances and coverage, drafting press releases, developing key messages for the media and facilitating public engagement events
- Update mailing and media lists

3. General

- Preparing administrative forms for and managing the logistics of all communications-related activities (completing forms for procurement, etc.)
- Any other tasks required to drive communications activities

4. Competencies & Other Requirements

- BSc/BA in communications, public relations, journalism or a related field is required; a degree in another field may be accepted, with demonstrated experience in blogging, writing, public relations, public engagement or outreach
- Understanding of media relations and digital media strategies
- Solid editing and researching skills
- Excellent communication abilities (oral and written)
- Fluency in English and French is required
- Strong attention to detail
- Organizational skills
- Possess good analytical and writing skills
- Proficient in MS Office; familiarity with editing, WordPress and content management systems
- Ability to work in a multicultural environment
- Demonstrates integrity and ethical standards

Working Conditions

- AIMS Senegal, Mbour
- Ability and willingness to travel within and outside Africa whenever required
- Willingness to work on weekends and outside normal working hours (when required) in a time-driven communication cycle

If you meet the above requirements, submit your CV and cover letter (in one PDF document) in English to info@aims-senegal.org by Thursday January 21 at 5 PM GMT.