
SENIOR COMMUNICATIONS AND ADVOCACY OFFICER

The Institute of Public Finance (IPF) is an independent think tank based in Nairobi. The institute's mandate is to further the values of transparent, accountable, participatory, equitable, efficient, and effective public finance management systems for improved service delivery and economic development in Kenya and in the region. We carry out our mission through research, training, and capacity strengthening.

Job Summary

This is a mid-level management position, forming part of the Senior Technical Working Group and will report to the Head of Programs. The ideal candidate will be responsible for developing and implementing a comprehensive communications and advocacy strategy that promotes IPF's impact in Public Finance Management (PFM); drive and coordinate IPF's advocacy communications, which include communicating complex concepts in compelling ways and building strategic relationships with various mainstream media outlets to enhance IPF's visibility efforts.

Key Responsibilities:

- Overhaul the organization's website and social media platforms.
- Publish a consistent, quality and impactful blog series that draws on IPF content.
- Document IPF activities and milestones for internal and external purposes.
- Identify key advocacy opportunities and develop relevant content to promote IPF's policy recommendations and research findings on Public Finance Management (PFM).
- Develop and maintain relationships with key stakeholders including government officials, civil society organizations, and the media.
- Produce quality written and visual materials, such as press releases, media reports, brochures, and infographics that communicates IPF's work.
- Monitor and analyze media coverage and analytics on all IPF social platforms and provide regular updates.
- Develop, publish and disseminate a weekly public finance digest.
- Support in organizing IPF events.

Qualifications:

- Bachelor's degree in Communications, Public Relations, Media Studies, Development Communication or any related discipline.
- At least 5 years of experience in communications and advocacy in the NGO sector.
- An Understanding of Public Finance Management (PFM) and experience in advocacy.
- Experience in usage of computers and office software packages and graphic designing.
- Excellent written and oral communication skills.
- Experience with media relations and media monitoring.



How to apply:

Send a cover letter and curriculum vitae only to: recruitment@ipfglobal.or.ke, indicating the job title on the email subject line.

Applications will be reviewed on a rolling basis until the position is filled. IPF celebrates and embraces diversity, we are committed to the principle of equal employment opportunity and encourage qualified candidates to apply.