



Fadhili Trust

P.O. Box 244 - 00511,

Ongata Rongai.

Tel: +254 710 401 208

+254 733 867 112

Email: [info@fadhilitrust.org](mailto:info@fadhilitrust.org)

Web: [www.fadhilitrust.org](http://www.fadhilitrust.org)

17<sup>th</sup> November, 2023

## VACANCY ANNOUNCEMENT

Fadhili Trust is a Christian organization headquartered at Kiserian, Kajiado County. Its' mandate is to provide sustainable solutions to the problem of poverty and food insecurity in slums and rural areas through sustainable environmental & livelihood programs. Fadhili is seeking a suitable, self-driven, result-oriented and visionary candidate to fill the following position:

### **Communications Officer:**

Reporting to the Program Manager, the successful candidate will be responsible for designing and writing content with the aim of promoting the organization's brand and activities both locally and internationally.

### **Key Responsibilities**

- Develop a communications strategy for the organization
- Design and write content for distribution to the public and both mainstream and social media
- Coordinate public events to enhance the activities of the organization and promote its visibility
- Act as a spokesperson for the organization

### **Qualifications and Experience**

A Bachelors' degree from a recognized university in any of the following disciplines and/or related fields:

- Communications
- Journalism

Other factors to be considered:

- Over 3 years' experience working in communications
- Proficiency in writing, photography and media production
- Capacity for content and social media platforms management
- Skills in desktop publishing software applications
- Outstanding creativity, innovation and detail-oriented

### **Additional Requirements**

- Application letter and a detailed CV stating current position, email address and telephone contacts
- The CV must have names, email addresses and phone numbers of two referees (One of whom must be a professional who has supervised you in the course of your work)
- Copies of your academic and other relevant certificates
- Copy of National Identity Card

Applications to be received by COB Friday the 15<sup>th</sup> December, 2023. They should be send to the email below and addressed to:

The Executive Director  
Fadhili Trust  
P.O. Box 244-00511  
Kajiado  
[info@fadhilitrust.org](mailto:info@fadhilitrust.org)

*\*Only shortlisted candidates will be contacted.*



**Fadhili  
Trust**