

Solidaridad

Job Description

Communication and Knowledge Management Officer

Introduction

Solidaridad is an international civil society organization with over 50 years of experience in developing solutions to make communities resilient and create sustainable supply chains. Solidaridad solutions support the transition to an inclusive economy that provides sustainable livelihoods for all. This includes conditions for decent work, a living income and production in balance with nature.

Present in five continents, Solidaridad intervenes in international commodities in cocoa, oil palm, cotton artisanal mining, livestock, aquaculture, fruits and vegetable and food systems. In West Africa, Solidaridad has operations in Ghana (headquarters), Chad, Côte d'Ivoire, Liberia, Nigeria, Sierra Leone and Togo.

Solidaridad has been operating in Côte d'Ivoire since 2009.

Résumé du poste

The role entails developing and implementing communication strategies and plans for Solidaridad in Cote d'Ivoire. This includes improving Solidaridad Côte d'Ivoire's visibility and optimizing knowledge management across its programs. This position aims to create synergies between external and internal communication, documentation of project achievements, and capacity building of local partners, while ensuring harmonious integration of cross-cutting themes such as gender equality, environmental sustainability and traceability. The communication and Knowledge management Officer will report directly to the Country Representative.

Key Responsibilities

- **As communication Officer the candidate will be responsible for
Visibility Enhancement**

Solidaridad

- Develop and implement communication strategy for Cote d'Ivoire
- Develop and execute communication work plans to enhance the visibility of programmes and projects
- Leads the coordination of communication activities in Cote d'Ivoire
- Produce communications materials, including Kakemono, Banners, T-shirts, Flyers, etc.)
- Supports visibility for country programmes and the exhibition of Solidaridad's work at relevant public spaces and platforms

Content Creation

- Develop compelling content for various platforms, including social media, website, newsletters and reports highlighting Solidaridad's initiatives, impact and success stories.
- Contribution to the drafting of project reports, concept notes, policy briefs and any other materials related to showcasing Solidaridad's expertise
- Develop news articles, success stories and infographics for effective results communication for programmes and projects

Internal Communication

- Facilitate internal communication processes to ensure staff are informed about organizational updates and initiatives
- Implementing internal communication strategies to foster employee engagement and alignment with organizational goals.
- Provide communication support and guidance to staff as needed

Multimedia and Media engagement

- Supports the production of multimedia products such as videos and photographs for documentation and dissemination on relevant platforms, including social media.
- Supports a system for organizing, achieving, and retrieving multimedia and communication material
- Cultivate and maintain relationships with local, national and international journalists and media outlets
- Prepare press releases, media kits and secure media coverage for Solidaridad West Africa activities and events
- Monitor media coverage related to Solidaridad in Cote d'Ivoire
- Support the Country Representative in handling media inquiries and managing public relations activities as needed

- **As a Knowledge Manager, the candidate will be responsible for**

Capacity Building and Diagnosis:

- Assessing the needs of local partners and cooperatives.

Solidaridad

- Conducting organizational diagnostics and proposing tailored training.
- Coordinating capacity-building activities to transfer necessary skills.

Competency Transfer Strategies:

- Developing plans to capture, organize, and share knowledge.
- Documenting and promoting best practices.

Knowledge and Document Management:

- Managing organizational content and archiving strategic documents.
- Developing a database of lessons learned and success stories.
- Facilitating digital platforms for knowledge sharing.

Training and Collaboration:

- Planning and delivering training tailored to local needs.
- Organizing multi-stakeholder dialogues to co-create solutions.

Integration of Cross-Cutting Themes:

- Raising awareness on sustainability, women's empowerment, and child protection.
- Incorporating issues such as traceability, decent work, and social inclusion.

KNOWLEDGE AND SKILLS

- Bachelor's degree in communication, journalism, public relations, marketing, or a related field.
- Minimum of 5 years in a similar role combining communication, knowledge management, organizational development and capacity building.
- Excellent writing and editing skills in both French and English with the ability to tailor messages to diverse audiences
- Self-starter who can work both independently and collaboratively with a team
 - Proficiency in using communication tools, social media platforms, content creation software and analytical tools
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment
- Fluent in both French and English
- Knowledge of the Ivorian agricultural sector, particularly the cocoa sector, and a strong appetite for socio-economic issues is desirable
- Knowledge of European Union regulations and procedures
- Ability to work in rural and multicultural environments

Solidaridad



HOW TO APPLY ?

If you have the necessary skills and assets to fill this position, please send your application (updated CV + photo with 3 professional references + covering letter) to the following address: vacancy@solidaridadnetwork.org before 5pm on 1st February 2025.

Please indicate in the subject line : APPLICATION FOR COMMUNICATION AND KNOWLEDGE MANAGEMENT OFFICER. **Applications from women are strongly encouraged.** Only selected candidates will be contacted.