

Communications & Knowledge Management Officer

[Apply Now](#)

Company: Jhpiego

Location: Yaounde

Category: computer-and-mathematical

Responsibilities

Communications Strategy

Update and implement the communication strategy for the SEMBE II project and Jhpiego Cameroon in consultation with the project staff and the global engagement & communications team.

Interact and strategize with the Communications team at the Baltimore office to understand the Global Communication strategy and practices.

Develop capacity building activities for staff to enhance their ability to communicate about project achievements.

Coordinate programs and initiatives related to dissemination and use of knowledge acquired by Jhpiego, its partners and national/international stakeholders.

Strengthen Jhpiego communications links and relations with key partners, including national and district level governments, agencies, key private sector partners and other stakeholders in public health.

Work with the program team to develop success stories and to explore opportunities for potential program highlights.

Interview identified clients, providers, program managers to develop success stories.

Collect and catalogue program-related photographs and videos.

Ensure that project teams are taking good-quality photos and are adhering to donor specifications and Jhpiego's communication policy

Branding & Marking

Support compliance on USAID SEMBE II branding & marking plan approved plan is implemented appropriately along with other project plans.

Work with program teams to ensure that Jhpiego adheres to donors' marking requirements on its training, events, program deliverables, publications, media productions, donations, administrative stationery, and project offices.

Materials & Report Development

Provide support to program teams to develop effective communication tools and IEC materials.

Support program teams in drafting, editing and formatting program documents, including communication deliverables such as newsletters, brochures, flyers, job aids, ads, promotional videos and slideshows.

Ensure proper branding and marking of Jhpiego and program materials and activities as per Jhpiego and program-specific branding and marking guidelines

Assist with developing and producing documents, reports and presentations according to Jhpiego and USAID guidelines for internal program needs and externally for dissemination.

Document literature reviews and contribute to program discussions.

Stakeholder Engagement

Develop and direct strategy for engagement with mass media to promote Jhpiego key messages through various platforms including broadcast and interactive media.

Ensure that Jhpiego and donor funded project is appropriately and effectively represented at public health events and conferences following guidance from the donor and Jhpiego.

Support program team to manage media at project events (. drafting talking points).

Coordinate and direct regular updates on new technical knowledge, approaches and successes to the donor, the government and to Jhpiego

Maintain updated project and technical briefs.

Internal Jhpiego Communications

Manage and support knowledge sharing efforts including staff participation in webinars, seminar series (BBLs) presentations, events, online discussions, mailing lists (internal, and for Jhpiego Cameroon stakeholders) and communities of practice

Track, assess and respond to internal communication requirements, when required.

Maintain, develop and regularly showcase Cameroon's presence on Jhpiego website, social media, SharePoint, and other communications tools

Undertake all other activities as instructed by the supervisors towards furthering organizational objectives.

Knowledge Management

Regularly promote knowledge exchange and learning opportunities in collaboration with the central Jhpiego KM unit; ., coordinating brown-bag presentations at the country office, informing staff of applicable online discussion lists and communities of practice internal and external to Jhpiego (including consortium partners); informing staff of applicable online courses available (., Global Health E-Learning Center).

Organize, catalog and enter Jhpiego-authored knowledge assets from the country office (., training materials, presentations, tools, plans and reports) in Jhpiego's central electronic library.

Analyze, implement and train staff on search strategies for locating knowledge, both internal and external to Jhpiego (., document repositories such as Jhpiego's electronic library, USAID's Development Experience Clearinghouse).

Repackage raw data for sharing with numerous sources (in form of reports, journal articles, fact sheets, Web sites).

Serve as focal point for the collection and standardization of training manuals and materials prior to them being sent for printing.

With the program officers, regularly develop and issue program status materials, leaflets, brochures that portray the achievements and status of the project, aimed at different

audiences.

Required Qualifications

Advanced degree preferred in communications related field

At least 5-6 years' experience in communications.

Previous experience in the health development sector working on USAID funded programs preferred

Excellent facilitation, oral and written communication skills.

Extensive experience with Microsoft Office Suite, Adobe, PageMaker, Photoshop, Illustrator, Corel graphics, photography skills are required.

Excellent organizational skills, detail-oriented and a high degree of accuracy required.

Strong analytical skills and sound judgement.

Excellent interpersonal skills to effectively interact with all levels of staff and partners.

Ability to work independently and as a member of team.

Be self-motivated, proactive and have a positive attitude to work requiring minimum supervision

[Apply Now](#)

Cross References and Citations:

1. Communications & Knowledge Management Officer [ElectricianjobsJobs Yaounde](#)

[Electricianjobs](#) ↗

2. Communications & Knowledge Management Officer [Australiacareers Jobs Yaounde](#)

[Australiacareers](#) ↗

3. Communications & Knowledge Management Officer [SalesjobsnearmeJobs Yaounde](#)

[Salesjobsnearme](#) ↗

4. Communications & Knowledge Management Officer [Searchamericanjobs Jobs](#)

YaoundeSearchamericanjobs ↗

5. Communications & Knowledge Management Officer Searchukjobs Jobs Yaounde Searchukjobs ↗

6. Communications & Knowledge Management Officer Bluecollarjobs Jobs Yaounde Bluecollarjobs ↗

7. Communications & Knowledge Management Officer Veteranjobs Jobs Yaounde Veteranjobs ↗

8. Communications & Knowledge Management Officer Findlocaljobs Jobs Yaounde Findlocaljobs ↗

9. Communications & Knowledge Management Officer UkjobopportunitiesJobs Yaounde Ukjobopportunities↗

10. Communications & Knowledge Management OfficerFrancejobs Jobs Yaounde Francejobs ↗

11. Communications & Knowledge Management OfficerMedicaljobsnearmeJobs Yaounde Medicaljobsnearme↗

12. Communications & Knowledge Management OfficerSportsjobsJobs Yaounde Sportsjobs↗

13. Communications & Knowledge Management OfficerAtlantajobsearchJobs Yaounde Atlantajobsearch↗

14. Communications & Knowledge Management OfficerFindengineeringjobs Jobs YaoundeFindengineeringjobs ↗

15. Communications & Knowledge Management OfficerGovcareer Jobs Yaounde Govcareer ↗

16. Communications & Knowledge Management OfficerUniversityjobsnearme Jobs YaoundeUniversityjobsnearme ↗

17. Communications & Knowledge Management OfficerStudyjobs Jobs Yaounde Studyjobs ↗

18. Communications & Knowledge Management OfficerPublicrelationsjobsJobs Yaounde Publicrelationsjobs↗

19. Communications & knowledge management officer Jobs Yaounde ↗

20. AMP Version of Communications & knowledge management officer ↗

21. Communications & knowledge management officer Yaounde Jobs ↗

22. Communications & knowledge management officer Jobs Yaounde ↗

23. **Communications & knowledge management officer Job Search** ↗

24. **Communications & knowledge management officer Search** ↗

25. **Communications & knowledge management officer Find Jobs** ↗

Source: <https://cm.expertini.com/jobs/job/communications-knowledge-management-officer-yaounde-jhpiego-d28036065b/>

Generated on: 2024-05-04 by Expertini.Com