



Renewed Partnership for Sustained Health Outcomes

Organization	Health NGOs Network (HENNET)
Title	Communication and Media Assistant
Reports to	Communication and Media Officer
Location	Nairobi, Kenya
Job Level	Entry

Background

The Health NGOs Network (HENNET) was founded in 2005 and registered in 2007 as an NGO with a goal of coordinating and networking the CSOs in the health sector. This came as a result among the players that a common platform among the CSOs dealing with health-related issues in Kenya was necessary for purposes of collaboration, sharing of experiences and advocacy. HENNET has a membership of over 112 members as of 2023 which comprises of both local and international Non-Governmental Organizations (NGOs), Faith-Based Organizations (FBOs) and Research Institutions working in all the 47 Counties in Kenya but all focused-on health and health related issues. The various members have diverse health-related interests but all share on the vision of having a healthy Kenyan society.

Vision: A healthy and empowered Kenya Society

Mission: As a network we promote civil society's roles and engagements to transform Kenya's health sector.

Overall, Purpose of this role

He/she will assist the Communication & Media Officer in communication and visibility, animation, dissemination and development of communication tools, information supports as well as external and internal visibility.

Duties and Responsibilities

1. Support in the overall organizational communication plan implementation
2. Assist in drafting, editing, and proofreading communication materials including press releases, fact sheets, policy briefs, and reports.
3. Support in the dissemination of project-related content through various channels including social media platforms, newsletters, websites, and targeted outreach efforts.
4. Monitor and analyze Hennet media coverage and identify opportunities for strategic engagement and response.
5. Support the maintenance and updating of project-specific web content, ensuring accuracy and relevance to target audiences.
6. Collaborate closely with other program teams to ensure alignment and coherence in messaging and outreach efforts.
7. Maintain records of media coverage and collate analytics and metrics for social media platforms, and website usability.
8. Maintain a communications and marketing assets library, including photos, videos, case studies, and social media graphics and visibility materials
9. Assist the Program Assistant in Program report writing during program activities.
10. Any other duty as required by the supervisor in line with the post and relevant to the achievement of the HENNET's objectives.

General roles

- Abide by the HENNET code of conduct
- Work flexibly across teams and programs as may be required from time to time.
- Reflect HENNET's values in his/her work.

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- Represent HENNET as per the direction given by the organization
- Undertake any other relevant office errands/duties assigned to you.

Skills and Experience

Essential skills

- A Diploma in either of the following fields: - Public Relations, Mass media and Communications, Information Technology or related field.
- Knowledge of current health and development trends.
- Experienced in developing advocacy IEC materials for social media platforms and public media
- Excellent written and verbal communication skills in working languages.
- Proficient in Microsoft Office, social media content management systems, and social media platforms, graphic design and publishing software (Photoshop/In-design)
- Proven track record of managing media platforms, producing media content, using digital marketing methods, with a view to building and maintaining online engagement.
- Experience in planning and organizing social media content for events and activities.
- Photo & Video production and editing skills and experience; good knowledge of visual design, visual graphics and layout development for information materials.
- Experience of working with diverse teams, as well as ability to work with partners using effective interpersonal and communication skills.
- 2 Years work experience in similar position

Other desirable skills

- Honesty and strong ethics are required in order to be successful in this position.
- Ability to work independently and as part of a team.
- Demonstrated capacity and willingness to learn – open to learning new ways of doing things.
- Firm belief in teamwork, gender equality, participatory approach and sustainable development.
- Planning and management skills.
- One who will work with minimal supervision.

Working Relations Internal: Interacts regularly with the Communication & Media Officer, Programs team. S/He is peer to Program Assistant & Administrative Assistant.

External: Interacts HENNET members, Ministry of Health both at the county and national levels, parliamentarians, Civil Society Organizations, Private sector, Community Teams, Health Regulatory Bodies and Other likeminded organizations.

How to apply: *Please apply with your CV, copies of certificates and cover letter as one file with the Job Title of Position Applied for on the subject line to the Human Resource: recruitment@hennet.or.ke to be received not later than **18th August 2024 at 5.00pm**. We will not accept applications without a CV and covering letter. Please indicate both current and expected salary on the cover letter.*