



COMMUNICATIONS AND ADVOCACY INTERN

ABOUT KEWASNET

Kenya Water and Sanitation Civil Society Network is the National Network of Water Civil Society Organizations in Kenya. The Network was established in August 2007 and registered as a society in August 2010

KEWASNET envisions a society with sustainable universal access to safe water, sanitation and hygiene. The Networks mission therefore is to work towards promoting good governance in the water, sanitation and hygiene sector. In order for KEWASNET to achieve this, it has strongly embarked on the values of Partnership and Collaboration, Innovation, Integrity, Professionalism, Respect and Accountability.

KEWASNET provides a linkage between Water, Sanitation and Hygiene (WASH) and Water Resources Management (WRM) utilities and users by facilitating partnerships between policymakers and stakeholders, and encouraging equitable participation by all parties in governance and decision making mechanisms.

The Network keenly focuses on four key strategic objectives that form its pillars of success as it works towards promoting good governance in the water, sanitation and hygiene sector. KEWASNET therefore seeks to enhance the capacity of members and partners in the water, sanitation and hygiene sector, the Network also works towards ensuring the existence and improvement of policy environment and practices in WASH / WRM. Through Coordination and Networking KEWASNET seeks to have a strengthened CSO coordination for effective sector Engagement and to effectively enhance institutional development and sustainability.

KEWASNET works throughout Kenya with Regional Coordination units in Mombasa for Coast Region, Kisumu for Nyanza and Western Region, Eldoret for North Rift Region and Nairobi for Central and Eastern parts of Kenya. The Networks growing presence in the Country has given it firsthand insight into the reality on the ground in its operating areas and adequate space to effectively deliver. The Regional hubs such as Nyanza and Western Region and Uasin Gishu have already bore fruit as the coordinators have engaged the County officials and developed draft water policies that have been well received by the county representatives and are up for adoption.

KEWASNET seeks to recruit a Communications and Advocacy Intern. We invite applications from interested Persons. To be considered you must meet the following minimum requirements:

Position title: Communications and Advocacy Intern

Department: Programmes

Reports to: Communications and Advocacy Officer/ Programmes Coordinator

Duty Station: Nairobi

SUMMARY

The communications unit offers support to the core programmes at KEWASNET. The Communications and Advocacy Intern will work under the supervision of the Communications and Advocacy Officer and the Programmes Coordinator with the key responsibility of developing and implementing the communication components of KEWASNET programmes, including media relations, publications and event planning to help achieve KEWASNET's strategic goals.

The Communications and Advocacy Intern shall also collaborate and provide support to the monitoring and evaluation data entry process.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Communications and Advocacy Officer, the Communications Intern shall undertake the following functions;

- Assist in the development of Communications and Advocacy schedules and ensure their timely, cost effective and successful implementation.
- Ensure timely production and dissemination of advocacy and communication materials. The tasks involve gathering and editing articles, commissioning of articles, interviews, printing and dissemination e.g. kewasnet's newsletter, communication materials such as videos, brochures, fliers, booklets, Media Monitoring and reports.
- Develop, update and maintain KEWASNET's mailing list for purposes of disseminating the Organizations communication and advocacy materials.
- Develop a media contact database and maintain relationships with the media outlets to ensure reportage of Communications and Advocacy activities and visibility of campaigns.
- Assist in Website and Social Media management, monitor and share trends in social media tools, applications, design and strategy.
- Create relevant content for the website and social media.

- Assist in creation and management all published content (images, video and written materials including IEC materials and reports).
- Coordinate design and manage advocacy campaigns on the various KEWASNET online platforms.
- Compile weekly monitoring metrics on social media reach to inform the impact of KEWASNET's online platforms.
- Ensure interaction on social media, engaging in debates and responding to questions from the public where appropriate.
- Assist in development of strategies on advocacy, campaign initiatives and communication.

QUALIFICATIONS AND COMPETENCIES

- Degree or currently pursuing Communications/ Journalism/ Public Relations/Information science
- Passion for effective communication and utilizing various tools to deliver messaging
- Self-motivated, detail-oriented individuals with superior written, verbal, organizational and Public relations skills.
- Sound knowledge and understanding of governance related policy issues
- Good understanding of civil society and networks engaged in advocacy
- Excellent computer skills with experience in Social Media & Microsoft office
- Excellent Photo and Video editing skills
- The ability to work independently and with others – especially volunteers, donors, and vendors.
- Dependability, flexibility, and ability to maintain confidentiality.
- The ability to work well under pressure and with deadlines.
- Good understanding of messaging and public positioning; ability to identify newsworthy issues and stories, media opportunities and outlets
- Proven ability to meet deadlines with a high level of creativity and flexibility

HOW TO APPLY

Interested and qualified individuals are requested to submit one document as an attachment (combining the application letter and CV with at least three referees) by close of business on **10th October 2018** to interns@kewasnet.co.ke

Please include the reference: Communications and Advocacy Intern as the subject of your email applications.

Do not attach your testimonials or certificates. Only shortlisted candidates will be contacted.

KEWASNET is an equal opportunity employer