

INTERNSHIP OPPORTUNITY

COMMUNICATIONS INTERN- 1 POSITION

ABOUT THE AFRICA PUBLIC HEALTH FOUNDATION

The Africa Public Health Foundation (APHF), an independent charitable grant-making Foundation, was established in September 2019 to serve as the partnership platform for the Africa Centres for Disease Control and Prevention (Africa CDC). APHF facilitates resource mobilization and public-private cooperation to fast-track delivery of Africa CDC's strategic goals and strengthen health security across the continent. The forming of APHF was crucial even before COVID-19 hit as the Africa CDC worked to implement a strategy for building long-term public health system resilience across Africa. The pandemic made it even more time-sensitive and critical.

APHF and Africa CDC work side by side to ensure funds are managed with transparency and accountability. The establishment of APHF marked a step-change in the way that partners can collaborate for Africa CDC and leverage their support. Working together on collective funding opportunities while also ensuring that funds are re-invested in resource mobilisation and advocacy means that partners have a dedicated platform from which to launch ambitious initiatives in support of Africa CDC.

LOCATION/ WORK ENVIRONMENT

This will be a full-time position based in Nairobi, Kenya

As part of our dedication to equal employment opportunity and the diversity of our staff, APHF does not discriminate based on race, colour, national origin, ethnicity, gender, disability, sexual orientation, gender identity, religion, or any other basis. We especially encourage applications from women.

REPORTING LINE

The Communications Intern shall report to the Communications Lead

INTERNSHIP ROLE DURATION:

Six (6) Months

ROLE SUMMARY

The Communications Intern will support our internal and external communications strategy. The support will be around various tasks related to communication strategy, media relations, multimedia content creation, social media engagement and graphics designing, and public and brand management.

ROLES AND RESPONSIBILITIES

The successful candidate shall be required to perform the following duties and responsibilities professionally;

- Writing impact stories that communicate what APHF is doing.
- Contribution to the monthly internal newsletter and the quarterly external newsletter.
- Design APHF documents, including infographics, factsheets, and reports.

- Social media management of our LinkedIn, YouTube and X platforms. Open to try other social media platforms which will work for APHF.
- Creates short interactive videos and graphics for social media.
- Management of the photo repository.
- Producing transcripts and video subtitles as required.
- Creates interactive PowerPoint presentations as deemed necessary.
- Creates visually engaging concepts such as branding materials, communication media, and other print and digital materials.
- Arranges for press coverage for special events.
- Support on the organization of APHF events.
- Performs other related duties as assigned.

DO YOU MEET THE MINIMUM REQUIREMENTS?

- Must either be currently enrolled in a university programme such as a Bachelor's or Master's, preferably in Journalism, Communications, Graphic Design, Multimedia, Public Relations, or a related field at the final year level, or have graduated from such studies within 1-3 years before the date of the application of the internship programme
- Excellent verbal and written English communication skills, writing skills, and good interpersonal skills.
- Experience in writing and editing various communication products for various audiences.
- Proficient in Microsoft Office Suite, WordPress and Adobe Creative Suite or other similar design software
- The intern should possess skills in capturing videos and photographs to contribute to content generation.
- Experience in social media management.
- Knowledge of graphic design with hands-on experience using Canva or Adobe and experience with platforms such as Google Analytics, Tweetdeck, and Mailchimp
- Excellent planning and prioritization skills
- Attention to detail.

HOW TO APPLY

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@aphf.africa by **September 30, 2024**, at **5:00 Pm**. Please make sure to include **"FIRST NAME LAST NAME – COMMUNICATIONS INTERN"** as the subject line; applications that do not include this will be automatically disqualified.

Please note that only shortlisted candidates will be contacted for assessment.

Duly note that APHF does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.