



JOB TITLE: Communications Officer

Aga Khan Health Services

REPORTING TO THE PROJECT LEAD

POSITION SUMMARY

Develop and implement clear, impactful internal and external communication strategies to enhance visibility, manage brand reputation, and ensure consistent messaging across all platforms in Tanzania, Mombasa, and Kisumu.

The requirements

ROLES AND RESPONSIBILITIES

- Manage newsletters, email updates, intranet, and staff communications.
- Promote positive workplace culture through targeted campaigns.
- Create and execute plans to promote organizational achievements.
- Draft press releases, social media content, blogs, and newsletters.
- Social media platforms (Facebook, Twitter/X, LinkedIn, Instagram).
- Respond to media requests, develop media kits, and coordinate interviews.
- Monitor media coverage and prepare reports.
- Ensure all materials follow branding guidelines.
- Support marketing campaigns with visuals, videos, and written stories.
- Work closely with AKHS, EA marketing teams for content development and monitoring social media
- Build relationships with media, donors, government, community leaders, and partners.
- Organize events and stakeholder meetings as needed.
- Assist in developing crisis messaging protocols.
- Support timely communication during emergencies.

- Track communication performance (engagement, reach).
- Prepare regular reports with insights and improvement suggestions.
- Conduct audience surveys/ feedback
- Any other roles assigned by the supervisor or his/her designee.

QUALIFICATIONS AND EXPERIENCE

- Minimum degree in Communications, Journalism, PR, Marketing or related field
- Minimum 3 years working experience in media/public relations or digital communication role
- Proven experience managing social media and content creation
- Excellent writing, editing and verbal skills.

APPLY HERE