



Vacancy Announcement

Position:	Communication and Publications Manager
Duty Station:	Banjul, The Gambia (with regional travel)
Duration:	Fixed term full-time 3-year contract, renewable
Salary:	US\$47 610 per annum and upwards, commensurate with experience, tax free
Benefits:	Medical Travel Pension Other competitive benefits
Reports to:	Executive Director

The Institute for Human Rights and Development in Africa (IHRDA) is searching for a passionate Communication and Publications Manager with the aptitude and attitude to work within a fast-paced, international environment as part of a dynamic team that is committed to promoting and protecting human rights and development in Africa.

Who We Are

IHRDA is an award-winning, pan-African nonprofit organization promoting the effective use of human rights instruments to promote and protect human rights and development in Africa. Established in 1998 with diplomatic status in The Gambia, we have an unimpeachable track record in the defense, education, and information dissemination of human rights. IHRDA has recorded groundbreaking decisions before the African Commission on Human and Peoples' Rights (ACHPR), the African Court on Human and Peoples' Rights (AfCHPR), the African Committee of Experts on the Rights and Welfare of the Child (ACERWC), as well as sub-regional mechanisms, including the ECOWAS Court of Justice.

Learn more about us at www.ihrda.org

Our Core Values

Integrity | Teamwork | Innovation | Dedication | Diligence

Communication and Publications Manager Role at IHRDA

The Communication and Publications Manager contributes to the fulfilment of the Institute's vision and mission by ensuring that strategic objectives are met in the areas of communication and publications. The purpose of this role is to ensure maximum visibility for the organisation's work and the human rights issues it champions by designing and executing a high impact institutional communications and publications strategy, managing all organisational communications and publications, operating institutional communications platforms, and managing organisational information databases and documentation centres.

Who You Are

You are a highly motivated, experienced and competent communicator with strong understanding of the African human rights landscape. You have advanced operational knowledge and understanding of communications systems, tools and processes. You are highly organised and committed to high quality work and continuous learning. You are a self-driven leader and are excited to elevate, redefine and shift the needle in human rights discourse and practice in Africa through visibility and publications.

IHRDA is an equal opportunity employer.

Your Academic and Professional Experience:

- University degree in media, communications, law, international relations, social sciences, development, or related field. Post-graduate qualification is an added advantage.
- Minimum of 7 years' firsthand experience in communications or media, or 5 years with postgraduate qualification.
- Knowledge of human rights issues and a dedication to the advancement of human rights for all.
- Advanced knowledge and experience with communications tools, audio-visual editing, graphics and other visual presentations.
- A solid understanding of human rights and the African human rights system.
- Ability and willingness to work within a cross-functional, multi-cultural, and multi-lingual team.
- Strong communication and interpersonal skills, with written and spoken fluency in both English and French. Knowledge of another African Union languages will be strongly considered.
- Strong copywriting and storytelling skills to craft engaging messages and products.
- Creative mindset, proactive and able to work independently.

How to Apply

Please send (in English or French):

1. An application/motivation letter;
2. A current Curriculum Vitae;
3. A writing sample of between 5 to 20 pages; and
4. A list of three current references with their information and contact details (position, relationship to you, email, and telephone number).

The closing date for applications is Wednesday 12th February 2025 at 11.59 p.m. Coordinated Universal Time (UTC).

Kindly email your application and all relevant documents to vacancies@hrda.org with the heading "**Application – IHRDA Communication and Publications Manager**". This is a competitive recruitment process, so we strongly urge candidates with all or substantially all the qualifications to apply. However, due to the volume of applications, we will not be able to respond to individual requests or queries.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.