



Transforming natural resource management
Empowering communities
Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Position:	Communications Officer
Location:	Harare, Zimbabwe (Right to work in country only)
Deadline for applications:	October 11 th 2024
Starting date:	November 2024
Duration:	12 months (3 months probation); with possibility of renewal based on availability funding and performance
Language Requirements:	MUST be fluent in English

About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa, Canada and has offices in the Democratic Republic of Congo, Uganda, and Côte d'Ivoire as well as representation in Burkina Faso and Mali.

About planetGOLD Zimbabwe

The planetGOLD Zimbabwe project is supported by the Global Environment Facility (GEF) and led by the UN Environment Programme (UNEP). In Zimbabwe, the project is executed by IMPACT, in partnership with Zimbabwe's Ministry of Environment, Climate and Wildlife (MECW) and the country's Ministry of Mines and Mineral Development (MMMD).

The project will work together with local communities to reduce the use of mercury in artisanal and small-scale gold mining—the world's largest source of anthropogenic emissions of mercury pollution— while improving the health and lives of local mining communities. The Zimbabwean project is part of a global program similarly implemented in 23 countries. Learn more about planetGOLD at planetGOLD.org.

Communications Officer

The Communications Officer supports the effective communication of project activities and results to identified stakeholders. The Communications Officer will produce stories for the website, prepare social media posts or printed materials, and liaise with media to ensure visibility of the project and its success.

Additionally, working closely with the Project Manager and subject-matter experts, the Communications Officer supports the development of a broad-range of sensitization materials for national and local beneficiaries to support the adoption of practices and technologies that serve to reduce and eliminate the use of mercury in the artisanal gold mining sector.

Under the supervision of the planetGOLD Zimbabwe Project Manager, and in collaboration with IMPACT's Communications Director, the Communications Officer has the following primary responsibilities:



External Communications

- Identifies project activities, results, and stories of beneficiaries to share, in collaboration with project team members
- Gathers material through interviews, photos, and video to write high-quality and engaging content for various stakeholders (local, national, international)
- Manages planetGOLD Zimbabwe social media channels including regular posting and engagement
- Manages regular updated and posting to the planetGOLD website
- Coordinates with the IMPACT communications team to ensure visibility of planetGOLD Zimbabwe activities and results across IMPACT's digital channels
- Mobilizes media to attend project events and briefs media about project results
- Leads placement of advertising in media
- Coordinates production of printed materials, including liaising with graphic designers and printers
- Supports the organization of workshops

Sensitization of Beneficiaries

- In collaboration with the project team, identifies appropriate methods and tools for sensitization of target audiences
- Supports the development of key messages
- Coordinates production of quality sensitization materials including but not limited to brochures, posters, radio spots, advertisements, swag
- Supports the development of sensitization strategies

Strategy, Reporting, and Knowledge Sharing

- Helps to develop and leads the implementation of the planetGOLD Zimbabwe project Communications Strategy, updating it periodically
- Reports on project communications activities in line with donor expectations
- Provides regular media monitoring on project visibility for staff and donor reporting
- Monitors and implements the use of planetGOLD brand throughout the project in Zimbabwe, in line with donor expectations
- Liaises with the planetGOLD Communications Network and other planetGOLD Communications Team for regular knowledge sharing and coordination of activities
- Coordinates with planetGOLD Zimbabwe project team to identify communications and visibility opportunities
- Coordinates with IMPACT's Communications Director to ensure activities amplified internationally

Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.

Qualifications

The successful candidate **MUST** have the following experience and skills:

- Minimum 5 years of relevant work experience in a communications role, preferably with an international development actor (NGO, donor, international organisation).



- Proven experience with media relations in Zimbabwe, including ability to write press releases and place stories in local and national media.
- Proven experience managing digital media for a brand (preferably an NGO), including writing stories for a website and posting on their social media channels.
- Proven experience developing sensitization or training tools for various audiences.
- Excellent written and verbal communication skills, with the ability to write high-quality copy for various audiences.

Key Competencies:

- Committed to advancing awareness on environmental protection in a manner that also value understanding of the situation of artisanal miners (i.e. poverty, limited choices, etc.)
- Committed to ensuring communications built on respect and dignity when working with vulnerable populations
- Excellent attention to detail
- Ability to work independently and to respect deadlines with minimal supervision
- Excellent organizational, planning and time management skills: demonstrated ability to prioritize while managing a complex workload
- Excellent problem solving and judgment
- Team player: ability to work with colleagues at all levels (senior and junior) and in cross-cultural environments
- Intuitive and pro-active: ability to identify potential issues, needs, threats or opportunities and brings these to the attention of Senior Management or relevant personnel
- Ability to adapt to and work effectively on complex issues in a fast-paced environment

To apply

Send the following information by email to jobs@impacttransform.org

- A **cover letter** explaining your interest in the position (maximum 2 pages)
- Your **curriculum vitae** (maximum 3 pages)
- Preferred **salary** expectations
- A link to a portfolio or 3 written samples of work, maximum 2 pages each. Samples can include blog posts, press releases, posters, training tools, or other public facing materials. Please do not include academic writing.

In the subject of the email please state: the position you are applying for and your name.

Only shortlisted candidates will be contacted. No emails, WhatsApp messaging, phone calls or walk-ins please.

Failure to comply with the elements requested above will automatically lead to the rejection of the application.

IMPACT operates a ZERO tolerance policy on sexual exploitation, abuse and harassment

