

Job Advertisement: Communications, Policy and Engagement Officer

Location	Nairobi, Kenya or Lilongwe, Malawi
Department	Communications, Policy and Engagement
Reports to	Communications Policy and Engagement Manager
Contract type	Fixed Term – 2 years renewable
Application deadline	25 September 2026

About AFIDEP

The African Institute for Development Policy (AFIDEP) is a regional non-profit research and policy institute established in 2010 to help bridge the gaps between research, policy, and practice in development efforts in Africa. Our primary purpose is to contribute to sustainable development through the use of evidence and advocacy to strengthen political commitment and resource allocation for development issues; inform the design and implementation of effective interventions; and strengthen governance and accountability structures for tracking development challenges in Africa. For further details, visit www.afidep.org.

Role Overview

AFIDEP is seeking to recruit a dynamic and experienced Communications and Policy Engagement (CPE) Officer to support the design and implementation of the Institute's policy engagement, branding and communications strategies. The role will contribute to strengthening AFIDEP's visibility, profile and influence as a leading regional research and policy institute, while promoting the effective communication and uptake of research evidence to inform development policy and practice across Africa.

Key Responsibilities

1. Content & Publications

- **Institutional Publications:** Manage the development of, and write content for, institutional publications such as the annual report, newsletters and African Development Perspectives, as well as the website and social media platforms.
- **Knowledge Translation:** Facilitate engagement with policymakers and support research staff in translating and packaging evidence into policy-oriented and general-reading outputs, including policy briefs, infographics, factsheets, video/animation scripts, blogs, media releases, media kits, Op-Eds, explainer videos, podcasts and photo-stories.

2. Research & Policy Communications:

- Support the development of communications materials that translate AFIDEP's research, policy positions and technical work into clear and accessible content for different audiences.
- **Policy Engagement Support:** Support the communication and documentation of policy dialogues, consultations and other engagements, including preparing event materials, capturing key messages and developing post-event communications.
- **Reporting & Content Development:** Contribute to institutional, programme and donor reporting by providing relevant communications inputs, including highlights, success stories, media coverage, visibility activities and other communications outputs

3. Media & Public Engagement

- **Media Relations:** Establish and sustain links and contacts with journalists and media houses to ensure visibility of AFIDEP's work in the media.
- **Capacity Building:** Contribute to building the communications and evidence-informed decision-making capacity of AFIDEP staff, other researchers, policymakers and journalists.

4. Digital & Social Media

- **Social Media Management:** Contribute to managing AFIDEP's social media platforms (Facebook, X, LinkedIn, and YouTube), ensuring regular, high-quality content sharing our work, and stay abreast of emerging social media platforms, digital tools, and content formats to extend the reach and impact of AFIDEP's work.
- **Website Management:** Contribute to managing the AFIDEP website, ensuring that web content related to our programmes is well presented and up to date, including developing content for the website.

5. Knowledge Resources

- **Library & Information Management:** Support the development and management of AFIDEP's library and information resources, both physical and digital.

6. Event Management

- Ability to plan, coordinate and deliver successful events, meetings and conferences, including logistics, stakeholder coordination and on-the-ground execution.

Qualifications and Experience

- Master's degree in Communications, Media, International Relations or a related field.
- At least five (5) years' experience in science and development communications.
- Excellent and demonstrable writing and technical editing skills, especially for policy-oriented publications and media products.
- Excellent presentation and public speaking/verbal communication skills.
- Technical skills in publications design, website management, and social media platforms.
- Experience translating and communicating research to non-scientific audiences, such as the media and the public.

- Knowledge of the African context and how this influences decision-making in health, population and development, education, environment and climate change, and governance.
- Knowledge of current global issues and debates in development policy and international development politics.

Competencies

- **Writing & Content Development:** Excellent writing skills, with the ability to produce clear, compelling and accurate content tailored to different audiences and platforms.
- **Networking & Relationship-Building:** Ability to negotiate, network and form credible relationships within the organisation and with senior decision-makers in external institutions.
- **Representation & Credibility:** A skilled communicator, able to dialogue effectively with a wide range of audiences and represent the organisation with authority and credibility to the outside world, including the media.

HOW TO APPLY

The application should include:

- A motivation letter indicating your suitability for the position.
- A detailed CV, including three relevant referees.

Please send your application, with the position title “Communications, Policy and Engagement Officer” in the email subject, to Recruitment@afidep.org no later than **25 September 2026**. Only shortlisted applicants will be contacted.

AFIDEP is an Equal Opportunity Employer and does not charge a fee at any stage of the recruitment process.