



AFRICAN TECHNOLOGY POLICY STUDIES NETWORK (ATPS)

Vacancy Announcement Communications and Outreach Officer

The African Technology Policy Studies Network (ATPS) is a leading regional **multi-disciplinary** network of **researchers, practitioners and policy makers** that promotes **science, technology and innovation (STI) policy research, dialogue and practice**, for African Development. Its mission is to improve the quality of science, technology, and innovation research, policy and practice for sustainable development in Africa. ATPS works primarily through its National Chapters in at least 27 African countries, and with a chapter in the UK and the US to represent the African Diaspora. ATPS supports science, technology and innovation capacity building for African development through knowledge generation; knowledge brokerage; knowledge dissemination & outreach; and knowledge valorisation. Its research and training efforts focuses on building a culture of innovation to address topical and emerging development challenges in the continent including climate change, health care delivery, integrated management of environmental infrastructure including land, water, and biodiversity, etc for sustainable ecosystem services, community livelihoods, and poverty alleviation. ATPS also supports thematic and facilitative programs to broker the socialization of science and technology in Africa through democratic governance of knowledge and technology sharing and the up scaling and down scaling of indigenous and emerging technologies (biotechnology, ICTs, nanotechnologies, etc) to facilitate equitable partnerships within the continent and beyond. For more details about ATPS, please visit our website at www.atpsnet.org.

ATPS is seeking to recruit a dynamic individual to fill the position of **Communications and Outreach Officer** to be based at its secretariat in Nairobi, Kenya. Reporting to the Senior Communications Officer, he/she will be responsible for ensuring that the ATPS research outputs are published and disseminated. In liaison with the ATPS Research and Training Team, he/she will ensure that outputs from ATPS thematic and non-thematic activities are published in relevant media, and effectively communicated to relevant stakeholders. The post holder will also assist in the development of the ATPS web-based Knowledge for Development and Outreach program to bridge the gaps between science, technology and innovation research, policy and practice in Africa.

Major responsibilities will include:

- Assist in writing, editing, proof-reading and designing of all ATPS publications on a timely basis;
- Collecting information and stories necessary for the publication of in-house newsletters twice a year, news articles, bibliographies, brochures, program promotions, media outreach, etc. on a timely basis;
- Assist the ATPS Research, Training and Communications team to organize peer review of ATPS Research outputs for publication in ATPS publication series: ATPS Research Paper Series, Working Paper Series, and Techno Policy Brief Series;
- In liaison with the ATPS Research, Training and Communications Leader, assist ATPS national chapters and researchers to edit relevant ATPS research publications including articles in international journals, ATPS publication series, popular articles, book volumes, and publications in the fourth estate;
- Run the ATPS Information Resource Centre;
- Work with consulting designers, editors and other suppliers to publish institutional documents;

Building Africa's Science, Technology and Innovation (STI) Capacity Today for Sustainable African Development Tomorrow.

- Assist the Senior Communications Officer in organizing media and public awareness events and campaigns and other special events, such as the Scientific Revival Day of Africa;
- Prepare ATPS promotional and advocacy materials;
- Maintain contact with press, information professionals, communicating with libraries and publishers for documents and information requested by ATPS staff;
- Assist the team in media outreach and information dissemination-related activities and supporting the implementation of relevant public events;
- Design communications media and advertising materials to effectively represent the network's products and services;
- Assist in the design and planning of advocacy and communications strategy plans ;
- Assist the team in undertaking research on topical issues as identified by the Research, Training and Communications Leader;
- Undertake such other related duties as assigned by the Supervisor.

Required skills and qualifications

- A Masters Degree in Communications, Journalism or equivalent from a recognized university.
- Must have attained a First Class or Second Class Honours Upper Division (or the equivalent) in their first degree/Bachelors degree;
- At least 3 years proven experience in communications, preferably with an International organization.
- Experience in Journalism and editorial work;
- Good writing skills;
- Good knowledge and experience in using computers;
- Ability to undertake research will be an advantage;
- Desktop publishing and Web design skills will be a distinct advantage.
- Proficiency in French and Experience in Public relations will be a major advantage.
- Good interpersonal skills and a good team player

The vacancy is expected to be filled by 29 February 2012 but will be left open until a suitable candidate is found. A competitive salary and benefits package will be offered to the successful applicant. The initial contract period will be one year, renewable based on performance.

Qualified candidates should send a detailed letter of interest and curriculum vitae to hr@atpsnet.org, no later than 15 February 2012.

The Executive Director
 African Technology Policy Studies Network (ATPS)
 3rd Floor, The Chancery Building, Valley Road
 P.O. Box 10081 00100 GPO, Nairobi, Kenya