

## ROLE DESCRIPTION

**POSITION TITLE:** Communications Intern

**GROUP:** Communications

**LOCATION:** Head Quarters

**REPORTS TO:** Communications Manager

**STATUS:** Full-time

This position is a 3-to-6-month, full-time paid internship. This role requires a detailed oriented, creative and outgoing individual who can manage multiple tasks. This individual should be a team-player with an entrepreneurial spirit, willingness to learn and ability to manage multiple tasks while adapting to shifting priorities.

Depending on experience, this individual will assist with communications tasks including, but not limited to: Social media management, developing and production of branding materials, media relations, government relations management, event coordination and other communication related tasks as assigned.

### **Education:**

Ideal candidate is a recent graduate (graduated within the past year) or an undergraduate/graduate student in journalism, communications, public relations, marketing, digital media or graphic design field.

### **Responsibilities:**

Applicants will provide support in the following areas. As no single applicant is likely to have all of the following skills, applicants with experience in at least 2-3 of these areas, and a willingness to expand their skillset should feel comfortable applying.

- Social Media management
  - Contribute to social media quantitative and qualitative analytics reporting.
  - Draft and organize social media content to promote Ngastai Africa blogs, videos and media coverage on Twitter, Facebook, LinkedIn and Instagram
  - Create and coordinate content for social media campaigns
  - General social media planning, research, reporting and coordination as assigned.
- Developing and production of branding materials:
  - Website management
  - Company profile, letterheads, stationery branding
  - Company profile development and updating
  - Develop company branding guidelines
- Event Coordination/Media Relations:
  - Coordinate events as assigned
  - Be liaison person with the clients

- Compile and update media contact lists
- Assist with press release/media advisory writing, editing, distribution, and media outreach for our clients
- Assist with scheduling and coordinating of photo/video shoots
- Government Relations Management:
  - Applying for work permits, special passes and Foreign Cards for clients
  - Preparing tender documents and pre-qualifications documents
  - Support MD in managing clients / government relations and networking
- Miscellaneous Communications Support:
  - Attend meetings and prepare minutes/reports during the meetings
  - Develop and manage PowerPoint presentations
  - Manage company communications calendar and inventory
  - Purchasing and expense reports

**Applications by email to include CV and covering letter to: [engageus@ngastai africa.com](mailto:engageus@ngastai africa.com). Application should reach us by 9<sup>th</sup> December, 2021.**



## About Ngastai Africa Limited

At Ngastai Africa, we believe in providing real-time solutions using innovative approaches and strategies in cost-effective, sustainable ways. Our solutions are built and based in rigorous evidence and are client centred. We also thrive through building and leveraging on public-private partnerships that focus on strengthening the capabilities of individuals, institutions and local communities.