



Communications and Outreach Intern

[11.09.2023]

About WACSOFF

The West African Civil Society Forum (WACSOFF) is a platform for the aggregation of civil society aspirations, interests, and interventions across the 15 states of West Africa. It was founded in 2003 with the sole purpose of channeling civil society agency towards complimenting the regional integration and development agenda of the ECOWAS 'System' Institutions. WACSOFF has its Secretariat in Abuja, Nigeria and National Platforms in all the countries of the West African region, while members/ participants are formal civil society organizations across the region. WACSOFF has passed through different stages of development in its institutional evolution and programmatic experiences and is currently in the process of defining a new outlook that envisages a future of increased impact and results. As part of that process the organization seeks the services of competent staff members and service providers to assist in elaborating and entrenching this new vision.

WACSOFF is now accepting applications for Communications and Outreach Intern, starting in October 2023 to support the WACSOFF Secretariat team. The Position shall be based at the WACSOFF Regional Secretariat in Abuja, Nigeria.

About the Position

The Communication and Outreach Intern will support the WACSOFF Secretariat in creating, promoting and disseminating important information related to WACSOFF's Image and activities to the general public as part of the on-going objective of strengthening the visibility and presence of WACSOFF in West Africa's regional integration and development space through communications. So in this capacity, you shall participate in the development of corresponding plans, generating promotional materials and content related to WACSOFF's work, supporting efforts to counter of misinformation and disinformation about the organization and its activities as well as promoting the organization's objectives and impact among the general public through Communications. You shall also support mapping of, profiling and identification, as well as outreach to, members of the organization across. This is a learning role, so the Program Intern's major task is to learn from colleagues in the WACSOFF Secretariat.

Specific responsibilities of the intern include:

- Contribute to communications and outreach aspects of ongoing work related to project management, fundraising activities, external relations or event organization;
- Provide assistance in the management of specific tasks related to communications and outreach activities of WACSOFF, including monitoring online discussion forums and updating of online platforms (i.e. WACSOFF website – www.wacsoffoscao.org, and social media – twitter, facebook, linkedin, etc.);
- Provide assistance in the management of communication and outreach to WACSOFF's members (including through communicating in French and Portuguese Languages where possible, with different member organizations and groups);
- Assist through the editing and formatting of publications (including reports and newsletters), and conduct library and Internet searches;

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| # 8 JABA CLOSE, AREA 11, ABUJA, NIGERIA |



- Mobilize program participants, the media, and other stakeholders for events and program
- Perform any other duties assigned by the immediate supervisor
- Participate in the draft regular updates on WACSOFFs activities and programs for members and partners, including updates to be posted on WACSOFF's website and social media
- Towards the end of the Internship, produce a short Internship Report, in addition to an article or another similar output, on "Suggestions towards enhancing WACSOFF's Communication and Outreach activities for greater Visibility and Impact in West Africa's Regional Integration and Development"

Qualifications, skills and competencies

- Education/ qualification in fields related to communication, development studies, and other social sciences, the arts and humanities (and other related disciplines) at a recognized university (a relevant Master's Degree is highly desirable)
- Genuine interests in and/ or knowledge of communications management, Information Technology
- Familiarity with social media platforms (Facebook, Instagram, Twitter, LinkedIn, Tiktok, Youtube), trends, and best practices
- Must have a smartphone (minimum of Android 9.0) or IOS (version 10.0)
- Good command of spoken English, Portuguese and/ or French Languages (bilingual ability in any two of these languages is highly desirable)
- Teamwork
- High level of integrity and accountability
- Excellent communication skills
- Planning and organizing skills

Terms and Conditions of Internship

This internship will be managed in accordance with the following terms and conditions:

- The Intern must be a citizen of a West African country and lawfully resident in Abuja, Nigeria
- The intern must abide by the WACSOFF workplace rules and regulations
- The Intern will work under the close supervision of the WACSOFF General Secretary
- The intern will report for work five days every week from 9:00 am – 5:00 pm
- The intern will not be financially remunerated, but will be provided with a monthly stipend to assist with transportation and other living costs.
- The internship is position is for a period of 3 Months (renewable based on need and results)

Method of Application

Application should be addressed sent to careers@wacsofoscao.org, and addressed to:

**The General Secretary
West African Civil Society Forum (WACSOFF)
#8 Jaba Close (Opposite FCDA Main Gate)
Area 11,
Abuja-Nigeria**



Your application package shall include a Motivation Letter and a Resume detailing your qualification and competencies, including details of your previous job experience in relation to the vacancy. Please note that the title of your email should have the position for which you are applying boldly written in capital letters.

Application Closing Date

Application Deadline: on or before 24:00 (Midnight) GMT, 6th October 2023

Only candidates whose application is being considered shall be contacted!