



Global Communications Associate

1. Purpose of the Associate Programme

The primary goal of the programme is to provide work experience for individuals with a background in communications, and an interest in peace-building and conflict, or international development in general.

2. The Life & Peace Institute (LPI) – Who are we?

The Life & Peace Institute (LPI) is an international centre of research and action for peace. At the moment, we work in the East and HORN of Africa (Kenya, Ethiopia, Somalia, Sudan, Democratic Republic of Congo), as well as Sweden. Our aim is to further the causes of justice, peace and reconciliation through a combination of grassroots action-oriented research and conflict transformation programmes in the field. We work a lot with youth at universities and communities, as well as women.

3. Areas of Associate's work

The global communication associate will be actively involved in the work of the Institute, based in the communications unit, with close links to policy and programmatic work. Skills in digital media and graphic design, as well as excellent writing skills (in English) are required.

You will have regular meetings with your supervisor for guidance.

Expected/possible tasks:

Communication strategy planning and implementation:

- Digital (web development, social media, graphics, blogs, emails);
- Content production: features, news, stories, videos and photos;
- Testing, monitoring and evaluating all communication activities;
- Supporting capacity building of staff in key communication aspects including: branding, messaging, content building, media relations and risk/crisis communication;
- Internal communications;
- Supporting the translation of communication materials as needed;
- Supporting the development of partnerships with key stakeholders' communication units, media partners and grassroots content generators.

You will be asked to write a final report on your Associate period and what you have achieved during this time to be submitted before you leave. The report will serve as an evaluation of your stay at the Institute and will help to improve our Global Associate programme.

After completing the Associate assignment successfully, job references will be provided on request.

4. Location

The Associate ideally be based in Kenya/Addis. The Associate could also be based remotely, but be able to travel to Kenya/Ethiopia on occasion, to meet the rest of the team.

5. Duration of the Associate position

The position will be part-time, up to 25 hours a week, for a minimum of six months. The Associate position is due to start in February 2019.

6. Remuneration

LPI can unfortunately not provide scholarships or any other financial support for the Associate position.

7. Who can apply?

Applicants should be graduates of post-secondary programmes including communications, marketing, peace and conflict studies, global policy, political science, international relations, human rights, development studies.

We are interested in candidates who are creative, motivated, team players and tenacious.

8. Procedure for Application

The application should be in English and include:

- Application form (see attached).
- Curriculum Vitae (maximum two pages).
- Personal cover letter describing your studies, communications skills, interest in peacebuilding or international development, values and your other reasons for applying (maximum one page).

Applications should be sent to applications@life-peace.org with the subject line: "Global Communication Associate".

Closing date for 2019 Associate position: **25th January.**

As applications will be screened gradually, you are encouraged to apply prior to the closing date. Kindly note that applications are only accepted via e-mail and that only short-listed candidates will be notified.



Application for Communications Associate

Surname	Date of birth
Forename	Gender
Address	Nationality
	Telephone/WhatsApp
Post or zip code	E-mail
	Skype

Academic studies	Appendix
Proof of registration at university, seminary or equivalent	
Main area of study (e.g. communications, development, politics)	
Duration of studies to date	
Voluntary work	
Languages – please also indicate level (basic, working knowledge, fluent, mother tongue)	
Digital skills – please indicate your level from 1 – 5 with 1 being the lowest and 5 the highest. Please provide additional comments on experience where relevant: Microsoft packages (Word, Excel, Powerpoint) Social media (Facebook, Twitter, Instagram, YouTube etc) Social media management (Hootsuite, TweetDeck, Sysomos etc) Email systems (for example, MailChimp, Constant Contact) Content management systems (for example, WordPress, Drupal) Web analytics (Google) Creative suites (for example, Adobe, Paintshop) Mobile applications Photography Videography Other:	