



Femmes Africa Solidarité

Regional Office

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| Title | Bilingual Voluntary Internship Information & Communication Officer Assistant Pan-African Centre Office, Dakar |
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TERMS OF REFERENCE

DUTIES & RESPONSIBILITIES

Under the general supervision of the Director of Femmes Africa Solidarité (FAS), and in collaboration with the Staff the **Information & Communication Assistant** will be responsible for organizing, disseminating and following on FAS's activities and programmes on engendering the peace process in Africa. She/he will implement the Communication Strategy editing the website, training staff and carrying out the task specified in the Annual Action Plan.

MISSION

- Developing information and communication strategies to support FAS' institutional communication and programmes;
- Keeping FAS members, networks and partners informed on the organisation's activities;
- Updating FAS website with important information and FAS activities to achieve an effective external communication
- Developing guidelines for internal communication tools and products to achieve an effective internal communication
- Training FAS staff in how to use intranet to improve the internal work and management of the organization
- Taking a proactive role in conducting substantive research, analysis and information synthesis on gender, peace and development issues, such as violence against women HIV/AIDS, refugees, small arms and military expenditures;
- Developing and putting into action strategies for establishing and maintaining partnerships with local and international media and updating the database.

ACTIVITIES & RESPONSIBILITIES

- Implementing Communication Annual Action Plan
- Assisting in the implementation of FAS seminars, workshops, board meetings and general assemblies and disseminating information at and on these events;
- Linking FAS' advocacy campaigns to other regional and international campaigns;

- Doing the lay-out, conducting, documenting and disseminating comprehensive studies on women's best practices to muster political support and to influence policy, legislation and programme development;
- Writing, editing, designing and producing analytical reports, articles and other publications
- Documenting FAS' activities on gender, peace and development issues;
- Drafting press releases, statements, news summaries and written and electronic materials for dissemination to local and international media, as well as to FAS's networks and partners;
- Organizing regular and ad-hoc briefings, public information events and press conferences;
- Developing training materials and coordinating training programmes on information and communication for the media;
- Developing electronic information storage and retrieval systems – e.g. for media contacts;

OTHER DUTIES

- Participating in resource mobilization activities;
- Assisting the Executive Director and FAS staff with other tasks as required.

ABOUT THE ORGANIZATION

FAS (Femmes Africa Solidarité) is an international women's organization, with UN ECOSOC Consultative Status working to empower African women to assume a leadership role in peace building and conflict resolution. FAS programmes operate mainly in war-torn countries. FAS is based on the core values of solidarity, commitment, transparency, accountability, innovation, and sustainability. FAS also works closely with African sub-regional and regional organs such as the African Union (AU) to ensure greater involvement of women in decision-making processes for peace and development. FAS is member of AU ECOSOCC and have been elected Head of its gender cluster in ECOSOCC.

FAS has its headquarters in Geneva, Switzerland, its Regional Office in Dakar, Senegal, and one Liaison Office in New York. While the Regional Office in Dakar focuses on operational activities of FAS programmes, FAS International Secretariat and NY Liaison Office are rather involved in advocacy activities taking place in those locations.

FAS Pan-African Office, in collaboration with the two other offices, is currently responsible for the:

- Design, planning, implementation, monitoring and evaluation, and fundraising;
- Empowerment of women in Africa (DRC, Sudan, Mano River): training and research with in the capacity building; advocacy; coordination
- Implementation of the strategy of the organization, its programme and project implementation
- Managing partners and networking.

CONTACT

Please send your application, CV and motivation letter to africangender@fasngo.org,
infodk@fasngo.org.

