



VACANCY ANNOUNCEMENT

Position: Communications Officer.

Reports to: Executive Director.

Supervises: None.

Location: Nairobi, Kenya

Vacancy

Biovision Africa Trust (BvAT) seeks to recruit a competent and highly motivated individual as its **Communications Officer** to be based in its Head Office in Nairobi.

About Biovision Africa Trust

BvAT, a not-for-profit organization established in Kenya in 2009 is situated in the main campus of the International Centre of Insect Physiology and Ecology (*icipe*) in Kasarani, Nairobi. The Trust's goal is to alleviate poverty and improve the livelihoods of smallholder farmers in Kenya and other African countries, through dissemination of information and knowledge and building capacity of farmers for uptake of appropriate technology, to improve human, animal, plant, and environmental health. BvAT runs a Farmer Communication Programme in East Africa (Kenya and Tanzania), the African Union Ecological Organic Agriculture (EOA) initiative in nine countries and in collaboration with PELUM Uganda coordinates the Knowledge Hub for Eastern Africa (KHEA) in five countries under the global Knowledge Centre for Organic Agriculture in Africa (KCOA) covering the five regions of Africa - West, East, North, Central and Southern Africa.

Job Purpose:

The Communications Officer will collaborate closely with the Executive Director, Head of Programme, Project Managers, Partnership and Business Development Lead, Field Offices, partners and other colleagues to ensure communications strategies, media relations and organizational outreach efforts are aligned with corporate communications policies and initiatives.

Key Duties and Responsibilities:

Lead the development and implementation of communication and outreach/advocacy strategies and plans for Biovision Africa Trust.

- Steer the development and implementation of BvAT's Communication Strategy and other relevant policies and strategies.
- Lead BvAT's Communication Committee.

- Conduct communication needs assessments for Biovision Africa Trust, including projects, programmes and corporate change initiatives.
- Design, develop, and implement communication and outreach/advocacy strategies, including branding guidelines and social media strategies.
- Integrate communication, advocacy and outreach strategies into proposals for project/programmes and other initiatives.
- Participate in BvAT meetings, conferences, campaigns and special events.
- Provide advice and guidance to and coordinate with all BvAT offices.

Lead the development and dissemination of public advocacy materials for the Organization.

- Develop and produce communication and advocacy instruments and materials, including briefing materials, press releases, and articles and coordinate its dissemination through effective channels according to BvAT's corporate standards.
- Provide advice on advocacy and communication materials and coordinate launch of flagship initiatives and publications in the organization.
- Lead the engagement and supervision of video producers and other communication specialists to produce audio/ visual material for BvAT's work.
- Develop brochures, factsheets, stories from the field to inform media, donors and public.

Manage web, social media and news media relations for the Organization.

- Ensure media strategies are implemented in line with corporate guidelines to enhance the positioning of BvAT with the media.
- Lead relationship building with press in the country, maintain and update database of relevant contacts.
- Facilitate interviews with senior and thematic managers; connect media with BvAT's subject experts.
- Respond timely and clearly to media and general public.
- Identify impactful success stories/, media talking points, news-related developments, and coverage of interest and support the team in developing high quality materials.
- Pitch and write impactful programme stories for corporate platforms: organizational website, social media channels regularly.
- Organize press conferences and press briefing sessions with internal experts and external partners.

Build and maintain communications and advocacy focused partnerships:

- Identify and develop new communication partnerships and alliances to enhance visibility; manage and nurture existing partnerships.
- Liaise with advocacy partners and undertake outreach to civil society organizations, governments, and other groups to ensure that newsworthy information reaches the public and donors.
- Provide inputs to Partnership and Business Development Unit with programme/ results-oriented communications.

Oversee the Organizations web/online presence and social media platforms

- **Develop a strategic social media calendar.**
- Oversee and maintain organizational websites, including developing content regularly.
- Keep the BvAT web-presence updated and in line with corporate web policy.
- Oversee and manage BvAT's social media accounts in line with corporate social media policy.

Working Relationships:

Internal Relationships: Executive Director, Head of Programme, Partnerships and Business Development team, Project Managers and other staff.

External Relationships: Country Implementing Partners of BvAT regional programmes, Consultants, Organic Agriculture member organisations, National and International Media and donors partners, etc.

Required Qualifications:

- Bachelor's degree in communications, public relations, Journalism or a related field.
- At least 5 years of professional work experience at national or international levels in public relations, communications or advocacy, including in media relations is required.
- Experience in the use of social media is required.
- Experience in media relations is desirable.
- Familiarity with agroecology, food systems, or sustainable agriculture is desirable.
- Experience with content management systems (CMS), preferably WordPress.

Required Skills and Competencies:

Technical Skills

- Ability to communicate sensitively, effectively, and creatively across different areas.
- Strong knowledge of managing web-based knowledge management systems.
- Strong understanding of production, graphic design, and photography standards.
- Strong writing, editing, and storytelling skills across technical and non-technical content.
- Strong knowledge of social media platforms and experience in social media outreach.
- Ability to provide advice and be strategic and analytical.
- Ability to simplify and organize complex knowledge for diverse user groups.
- Proficiency in web publishing, SEO, basic graphic design tools (e.g., Canva, Adobe Suite).
- Good knowledge of Africa and global media landscape.

Behavioural Skills

- Excellent coordination and time management skills.
- Strong interpersonal communication and stakeholder engagement experience.
- Ability to work independently and collaboratively across teams.

Responsibility for finances and physical assets:

- The jobholder has accountability for the laptops and office assigned furniture.

Decision making:

- The jobholder has no final authority on key decisions in the project other than routine decisions related to execution of work.

Information:

- The job holder has access to confidential information - Bio data such as age, level of education, Income, etc, of stakeholders.

HOW TO APPLY?

If you believe you qualify for this position, please apply by submitting your CV and a cover letter as one file indicating a summary of your key qualifications and expected salary and benefits to careers@biovisionafricatrust.org with the job title: **Communications Officer**, on the subject line to be received not later than **7th May,2026**. We will not accept applications without a CV and cover letter. Only shortlisted candidates will be contacted for interviews.

Please visit our website: <https://biovisionafricatrust.org/> for full job description and more about the organization's profile and projects.

Biovision Africa Trust is an equal opportunity employer.