

**ICAP – Columbia University  
Burundi Office  
COMMUNICATION OFFICER  
SCOPE OF WORK**

ICAP at Columbia University is collaborating with the Ministry of Health in Burundi through the RISE- Burundi Project to close the performance gaps across the HIV clinical cascade and to maintain program achievements contributing to an overall stronger country-led HIV/AIDS program at provincial level in Kirundo, Ngozi, Kayanza, Gitega, Karusi, Muyinga, Ruyigi and Cankuzo provinces. ICAP at Columbia University is seeking the following candidates :

**Job Title:** Communication Officer

**Reports to:** Technical Director

**Location:** Bujumbura, Burundi

**Qualifications/ Professional Requirements**

- Bachelor's degree in strategic communications, marketing, public policy, or a public health-related field plus a minimum of five years related experience.
- Excellent writing, editorial, and project management skills.
- Strong abilities with communications software and systems, including Microsoft Office
- Familiarity and experience with basic graphic design and layout principles, processes, and software, including Adobe Creative Cloud.
- Strong attention to detail and planning skills
- Ability to translate complex technical information into engaging and motivating communications materials
- Fluency in French and English

**Experience and Skills**

- Five years of experience in communications, preferably in an international development or public health organization
- Intermediate degree in journalism, public policy, development or related fields
- Demonstrated experience in project management for communications.
- Demonstrated ability to synthesize complex technical/scientific language for the web and other audiences/platforms.
- Strong interpersonal skills
- International work experience
- Experience working with a nonprofit or NGO
- Professional experience in the health or intentional development sectors
- Strong presentation skills
- Intermediate to advanced design skills
- Photography and video production experience or skills
- French, English and/or other language skills

### **Travel Requirements**

Frequent travel within Burundi conducting site visits

### **Position Summary**

Working under the guidance of the Technical Director based in Bujumbura for the RISE project in Burundi, the Communication Officer will support the Project team to coordinate development of all project related communication materials.

### **Major Duties and responsibilities**

- Develop, write, and distribute communications materials promoting and reporting on ICAP projects, programs, and initiatives – including briefs, success stories, news articles, presentations, and social media content
- Document key ICAP projects through photo and video (either alone or in collaboration with outside vendors and project teams) and transform this material into memorable communications touchpoints
- Plan and coordinate local and international events, and assist project teams to promote key ICAP events by supporting webinars, workshops, and conferences
- Support ICAP leadership and teams with communications products, including presentations, written materials, and event collateral, and provide communications support, including copyediting, proofreading, and quality control
- Manage digital and social media campaigns that are both creative and effective
- Report on and monitor communications activities as necessary
- Perform other related duties as directed by the Supervisor or the Senior Management Team