



## **JOB ADVERT**

### **LUSAKA WATER SECURITY INITIATIVE**

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The Lusaka Water Security Initiative (LuWSI) is a multi-stakeholder collaboration platform comprising 37 partners from the public sector, private sector, civil society and international actors with a common agenda of promoting water security in Lusaka. LuWSI partners engage in dialogue and leadership, analysis and knowledge generation, advocacy and awareness raising, planning and project development. They also collaborate on developing and implementing strategic and timely projects which concretely contribute to improving water security for residents and businesses. In its quest to continue to inspire change through outreach and awareness raising, LuWSI is looking for a suitably qualified, creative and self-driven individual to join the LuWSI Secretariat as an Intern - Communications Specialist.

#### **POSITION – COMMUNICATIONS SPECIALIST (INTERN)**

##### **Role Description**

The Communications Specialist will support the organisation's internal and external communications including; preparation of communication strategies and plans; preparation and dissemination of publicity material using various communication avenues such as social media platforms and periodical newsletters; responding to inquiries from the public and media organisations; and coordination of promotional events.

##### **Responsibilities**

- Collaborate with other Secretariat staff to develop and implement an effective communications plan.
- Prepare and distribute content, including publications, press releases, website content, annual reports, speeches and other marketing material that communicate LuWSI's aspirations and activities.
- Respond to media inquiries, arrange interviews and facilitate/ moderate at LuWSI events and workshops.

- Establish and maintain effective relationships with journalists and maintain a media database.
- Seek opportunities to enhance the reputation of LuWSI and coordinate publicity events as required.

### **Requirements and attributes**

- Full grade 12 school certificate or its equivalent
- A relevant Communications degree or its equivalent from a recognized university.
- At least two years working experience in similar field.
- Proficient in utilizing design applications such as Canva, Envato, and Photoshop for various design tasks.
- Excellent analytical, verbal, written and interpersonal skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems and social media platforms (WhatsApp Business, Facebook, YouTube, LinkedIn and Twitter).

### **APPLICATION PROCESS**

All interested candidates are required to submit their applications containing an application letter addressed to the **Head - LuWSI Secretariat**, an updated curriculum vitae, copy of National Registration Card and all relevant certified academic credentials to the Lusaka Water Security Initiative Secretariat address below or email certified copies to [jobs@luwsi.org](mailto:jobs@luwsi.org)

The closing date for receipt of applications is **28<sup>th</sup> June 2023**.

**C/O National Water Supply and Sanitation Council**

**P.O Box 34358**

**164 Mulombwa Close, Off Bwinjifumu Road**

**Lusaka**

**Zambia**