

## JOB ADVERTISEMENT

### COMMUNICATIONS AND PUBLICATIONS OFFICER



#### BasicNeeds-Ghana

BasicNeeds-Ghana is a pioneer and reputable nonprofit non-governmental organisation that has operated in the mental health and development space of Ghana for 20 years now. The organisation implements an innovate and unique model for mental health and development, which is rights-based, people/ mental health-service user-centred, and recovery oriented. The mental health and development model promotes community-based mental healthcare integrated into general healthcare at the Primary Health Care level, enhances means to secure livelihoods, prioritises system strengthening and advocates for inclusive public policies and programmes, increasing individual, family and community-wide awareness and knowledge to reduce stigma. Our work also emphasises partnerships and collaborations for wider synergies and impact. BNGh operates across the entire Ghana, with dominant presence in the five northern-most regions of the country, the regions of the Bono and Ahafo traditional areas, Ashanti, Oti and Volta regions, Greater Accra Region, and Central Region.

#### Communications and Publications Officer

The **Communications and Publications Officer** post-holder will be responsible for overseeing the communications efforts of BasicNeeds-Ghana (BNGh), including public relations and marketing. The specific responsibilities cover production of communication(s) materials and or publications of BasicNeeds-Ghana, and online/ virtual, paper, and other material-based publications. The post-holder will lead and as well as coordinate write-ups that inform, educate, and communicate with beneficiaries, collaborators, funders, and the wider public about the work of BasicNeeds-Ghana. The Communications and Publications Officer will ensure all media platforms (particularly, the website, LinkedIn, Twitter/ X, Facebook, and Instagram) of BNGh are up-to-date and wider communications with the print and electronic mass media are strong.

The suitable candidate should have relevant academic and professional qualification(s) and practical working experience in communications and publications. S/he must have exceptional writing skills with an amiable disposition.

#### Key responsibilities

1. Maintain physical (paper) and computer-based folders of report files of project reports
2. Build and maintain a directory of media organisations and contacts
3. Communicate with media personnel on media news relating to the work of BasicNeeds-Ghana
4. Contribute to developing Terms of Reference for media assignments and recruitment of suitable resource persons/ firms for media-based assignments
5. Synthesise field reports and data into texts suitable for the website, newspapers, and magazines, and other social media platforms (X/twitter, LinkedIn, Instagram, & Facebook)

6. Undertake field visits to observe, meet and interview project beneficiaries and stakeholders for project progress and impact stories
7. Produce audio-visual products (photographs and audios), including brochures, newsletters and magazines that inform, educate, and communicate the work of BasicNeeds-Ghana, its partners and collaborators, and their stakeholders (funders, government, and others).
8. Work to uphold the brand image and logo of BasicNeeds-Ghana, ensuring compliance with communication policies and procedures
9. As may be required, perform any other duties that you may be called upon to.

**Other requirements**

Applicants must be willing and committed to working with persons living with mental health conditions, with limited English language literacy and numeracy, in deprived communities, and abiding by safeguarding principles and standards, and with no criminal record.

Females are encouraged to apply. Successful candidates must be ready to start work within three calendar months from date of notice of offer of employment.

**Mode of application**

Interested and qualified candidates must submit a letter of application, detailing your suitability and aspirations for the role, and, along with your application, a most recent and concise resume/curriculum vitae demonstrating your suitability for the job, with both the application letter and resume/curriculum vitae put into a one pdf document, e-mailed to [info@basicneedsghana.org](mailto:info@basicneedsghana.org) by 4.00pm on Friday, 7<sup>th</sup> June 2024. Visit <https://www.basicneedsghana.org/jobs> for detailed versions of the jobs advertised.