



LVCT Health is an established Kenyan NGO that is renowned for its implementation of HIV and health programs at scale in Kenya. Through its vision of Healthy Empowered Communities, LVCT Health is a leader in designing and implementation of innovative HIV prevention and treatment approaches, sexual and reproductive sexual and Gender Based Violence programs reaching the most vulnerable populations. The organization works with government and other stakeholders at national and county levels. LVCT health seeks to fill in the following position: -

POSITION: Communications Intern CKM/LVCT/11/2020

REPORTING to: Communication & Knowledge Management Lead

LOCATION: Nairobi and Western Regions – Please indicate your preferred region

Duties & Responsibilities: -

- Undertake routine communications support assignments
- Interview respondents and write stories/reports
- Gather story ideas and write/produce human interest stories on diverse issues
- Assist in photography and video coverage for LVCT Health events and activities
- Assist in editing videos and photos
- Social media and digital communication
- Graphic design
- Track and keep record (newspaper cuttings) of HIV, health and other stories related to LVCT Health mandate appearing in the newspapers and online (video clips, articles and blogs)
- Update LVCT Health notice boards with such content
- Assist in maintaining the LVCT Health shared folder – especially the Communication section by ensuring relevant content (photos, videos and articles) are up-to date
- Other duties as assigned

Requirements: -

- Completed or working towards a college degree, preferably in; Communications, or Public Relations
- Willingness to learn by taking up the internship for a period of 3 months
- Must be computer literate (Working knowledge of Microsoft Word, PowerPoint, Excel)
- An effective communicator, both written and oral
- An eloquent and bold speaker with good verbal and written English and Kiswahili
- Ability to communicate in a professional manner with colleagues and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Demonstrated ability and interest to write human stories on diverse issues
- Proficiency in Adobe suite is highly desired. Knowledge of Word press is an advantage.

How to apply: -Interested and qualified candidates are invited to submit their applications and CV expressing interest to recruitment@lvcthealth.org. The closing date is November 22, 2020. Only short listed candidates will be contacted. LVCT Health is an equal opportunity employer. LVCT Health DOES NOT CHARGE any fee whatsoever in any part of the recruitment process