

African Technology Policy Studies Network (ATPS)

18th June 2026

Vacancy Announcement for the Position of Communications and Outreach Assistant (National Position)

The African Technology Policy Studies Network (ATPS) is a leading regional transdisciplinary network of researchers, practitioners and policy makers that promotes science, technology and innovation (STI) policy research, dialogue and practice, for African Development. Its mission is to improve the quality of science, technology, and innovation research, policy and practice for sustainable development in Africa. Working primarily through National Chapters in 27 African countries, ATPS supports science, technology and innovation capacity building for African development through knowledge generation; knowledge brokerage; knowledge dissemination & outreach; and knowledge valorisation. Its research and training efforts focuses on building a culture of innovation to address topical and emerging development challenges in the continent including climate change, health care delivery, integrated management of environmental infrastructure including land, water, and biodiversity, etc. for sustainable ecosystem services, community livelihoods, and poverty alleviation. ATPS also support thematic and facilitative programs to broker the socialization of science and technologies in Africa through democratic governance of knowledge and technology sharing and the up scaling and down scaling of indigenous and emerging technologies to facilitate equitable partnerships within the continent and beyond. For more details about ATPS, please visit our website at <https://atpsnet.org/>

ATPS is seeking to recruit a dynamic individual to fill the position of **Communications and Outreach Assistant** to be based at its Secretariat in Nairobi, Kenya.

Major responsibilities will include:

- Maintaining the ATPS website and uploading new content.
- Managing all ATPS social media platforms, including content planning and engagement.
- Assisting in writing, editing, proof-reading and designing of all ATPS publications on a timely basis including articles in international journals, ATPS publication series, popular articles, book volumes, and publications in the fourth estate;
- Assisting in photography, videography, video editing, and producing the ATPS podcast.
- Collecting information and stories necessary for the publication of in-house newsletters twice a year, news articles, bibliographies, brochures, program promotions, media outreach, etc. on a timely basis;
- Assisting in the fundraising effort of the ATPS communications team through proposal writing and bidding for contracts etc.;
- Assisting in running the ATPS Information Resource Centre;
- Working with consulting designers, editors and other suppliers to publish institutional documents;
- Assisting in organizing media and public awareness events and campaigns and other special events, such as the Scientific Revival Day for Africa;
- Preparing the ATPS promotional and advocacy materials;

- Maintaining contact with press, information professionals, communicating with libraries and publishers for documents and information requested by ATPS staff;
- Assisting the team in media outreach and information dissemination-related activities and supporting the implementation of relevant public events;
- Designing and implementing of advocacy and communications strategy plans;
- Assisting the team in undertaking research on topical issues as identified by the Research, Training and Communications Leader; and
- Undertaking any other related duties as are assigned by the Supervisor

Academic qualifications

A Degree in Communications, Journalism, or any other related discipline from a recognized university is required.

Skills and competences

- Strong interpersonal and networking skills to work well with wide range of stakeholders to elicit accurate information and expression of views on relevant issues;
- Strong coordination, facilitation, negotiation, networking, lobbying and advocacy skills;
- At least 2 years proven experience in communications, preferably with an International organization.
- Experience in Journalism and editorial work.
- Video editing, podcast production, and photography/videography
- Good writing skills.
- Good knowledge and experience in using computers.
- Ability to undertake research will be an advantage.
- Web design skills a distinct advantage.
- Proficiency in English, French, Kiswahili and Experience in Public relations will be a major advantage.

Personal Attributes

- Good character
- A Self-starter with a strong desire to learn
- Ability to work as part of a team
- Ability to work under pressure and meet deadlines

Interested and qualified candidates should send an application letter stating their motivation for the job and a detailed curriculum vitae with at least three (3) referees to executivedirector@atpsnet.org with a copy to finance@atpsnet.org.

The deadline for the submissions of application is Monday 20 July 2026. Use the job title “Communications and Outreach Assistant” as the subject of your email.