TERMS OF REFERENCE

Position: Communications Intern

Job Grade: Intern

Duty Station: Regional Office, Nairobi Kenya.

Reporting to: Communications Officer

Works Closely With: Programme Teams, MEL/GIS Officers, Country Teams

1.0 Job Purpose:

The Communications Intern supports content creation, digital communication, field documentation, and media preparation to strengthen the visibility of Wetlands International's work.

The role provides hands-on learning in storytelling, photography, social media management, and communication support for donor visibility.

2.0   Work Relationship:
2.1   Internal Context
- Communications Officer, Finance, Operations.

2.2   External Context

- Partners and collaborating organisations
- Media houses and journalists
- Service providers (as required)

3.0 Key Responsibilities & Detailed Deliverables
Content Creation
- Draft social media posts, captions, field stories, short articles, and newsletters.
- Assist with story gathering from staff and partners.
- Support editing and formatting communication materials.
- Prepare content calendars and thematic posts.

Digital Communications
- Support management of social media platforms (Facebook, Twitter, LinkedIn, etc.).
- Track analytics and compile simple engagement reports.
- Post approved content and maintain platform consistency.
- Update communication databases and mailing lists.

Photography & Videography

- Capture photos and short video clips during field activities or events.
- Edit basic multimedia materials using tools such as Canva, CapCut and Adobe Creative suite.
- Maintain proper metadata, captions, and storage of media files.

Documentation Support
- Assist with content gathering during workshops, field missions, and meetings.
- Record quotes, testimonials and event highlights.
- Support the development of case studies and human-interest stories.

Visibility & Donor Support
- Assist in preparing donor visibility materials and templates.
- Document branded project items, events, and field materials.
- Help track visibility compliance and prepare logs.

Administrative & Event Support
- Support coordination of media events, communication workshops, and launches.
- Prepare background notes, media lists, and meeting minutes.
- Assist in logistics for communication-related activities.

4.0 Decision Making Authority
- Manages routine posting under supervision.
- Prioritizes basic tasks and timelines.
- Makes content suggestions to the Communications Officer.

5.0 Key Performance Indicators
- Number and quality of social media posts
- Engagement rate improvements
- Quality of photos and documentation
- Timeliness of outputs
- Contribution to communication campaigns

6.0 Qualification, Experience & Skills
6.1 Professional Qualifications
- Diploma or degree in communications, journalism, PR, media studies, or related fields.

6.2 Relevant Experience
- At least 6 months of practical experience in a similar role.
- Writing samples or photo and video portfolio desirable
- Experience with social media platforms

6.3 Essential Competencies

6.3.1 Technical Competencies

- Writing and editing
- Social media and digital communication
- Photography, videography, and file management
- Design basics (Canva or Adobe tools)
- Strong ICT skills

6.3.2 Behavioral Competencies

- Creativity
- Attention to detail
- Learning mindset
- Teamwork
- Professionalism
- Ability to work with diverse teams

6.4 Organizational Core competencies

- Professionalism
- Accountability for results
- Integrity and leadership
- Teamwork
- Relationship building
- Communications
- Organization and self-control

6.5 Working Conditions

- Office-based with occasional field work
- High-paced environment requiring flexibility

How to Apply

Interested and qualified candidates who meet the requirements for any of the above positions are invited to submit their application.

Please send a comprehensive CV, Cover letter detailing your experience and suitability for the role and indicate your GROSS salary expectation to **hreastafrica@wetlands-eafrica.org** . Please indicate the position title you are applying for as the subject line of your email.

Application Deadline: [7th January 2026]

Only shortlisted candidates will be contacted.