



WE ARE HIRING:

**Join us: Communication Officer – Southern Africa
Region**

19.08.2026



ABOUT US

Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – East and Central Africa; Southern Africa; West Africa; and Middle East and North Africa. Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade System and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organization.

FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African producers through increased access to better trading conditions.

ABOUT THE JOB

To position Fairtrade Africa as a champion of decent livelihoods and fair working conditions for farmers around the continent and a thought leader on matters (Fair) trade through engagement with strategic stakeholders and dissemination of relevant information across a mix of channels/platforms.

LOCATION: Malawi or South Africa

REPORTING LINES:

Post holder reports to: Operations Manager

Staff reporting to this post: None

SCALE LEVEL: Officer 1

BUDGET RESPONSIBILITY: Yes



DUTIES & RESPONSIBILITIES

Key Performance Areas

Communication Strategy

- Work with the regional programme team and the External Communication Coordinator to develop, implement and evaluate the regional communications strategy.
- Support advocacy initiatives with key stakeholders, including government, NFO bodies, service providers, and media.
- Manage the implementation of FTA's regional engagement and communications plan.

External Relations and Media

- Develop press materials including press statements and releases, and information kits/fact sheets.
- Implement a robust media management strategy that includes establishing and sustaining links and contact with relevant journalists within the region to increase awareness of FTA work among journalists.
- Organise and manage quarterly media briefing engagements to convey information to Journalists on ongoing or new FTA projects within the region.
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the region.
- Maintain records of media coverage and collate analytics and metrics.
- Manage crisis communication as it arises and escalate to management.
- Analyse M&E reports and generate impact stories for publication on newsletters, website and social media.
- Produce and oversee production of FTA's publications; newsletter, annual reports, project profiles, product brochures etc.
- Manage the development and production of content for the website, social media and print publications.
- Develop effective internal communications mechanisms to ensure that news and events are known internally and publicised externally as appropriate
- Plan events, workshops and press conferences and oversee production of merchandising and branding materials.
- Undertake an evaluation of each event, maintaining accurate data, including reviewing and reporting against the objectives of the various events. Member/Producer Support
- Create and manage a producer mailing database and identify strategies and extensive effective communications of impact stories to producers, donors and NFOs.
- Plan all member communications and create e-shots for forthcoming events and activities
- Build first class relationships with key contacts at member organisations
- Support with implementation of specific marketing activities relevant to membership, promotional and recruitment campaigns
- Contribute to the production of written materials for web site and promotional documentation

SKILLS & EXPERIENCE

Qualifications

- A Bachelor's degree or diploma in Communications, media or related field
- Be a member of a professional PR or Communications body

Experience and Knowledge

- At least 3 - 5 years work experience in communications, writing and content creations, in an NGO setting
- Experience in using social media channels and extending their reach
- Knowledge of desktop publishing software

Skills

- Strong writing skills
- Ability to create engaging news stories and content for external audiences
- Technical skills in publications production and design to include photography and digitizing
- Good interpersonal and team working skills
- Proficient in Microsoft Office, content management systems and social media platforms.
- Problem solving and analytical skills

HOW TO APPLY

APPLICATION DEADLINE is 31st August 2026

An application form (**CVs will not be accepted**) can be found on the jobs and volunteering page of our website: <https://fairtradeafrica.net/vacancies-and-tenders/> . If you have any queries, please e-mail recruitment@fairtradeafrica.net or call +254 202721771 or +254 704180169 and ask to speak to a member of the HR team.

Qualified applicants will be subjected to background checks as a pre-condition of employment. Completed applications should be saved in the applicant's name and the position (Communications Officer – SAN region) and be e-mailed to recruitmentsouthernafrica@fairtradeafrica.net

All applicants should state how they meet essential requirements of the post.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.