

Position Title	Corporate Communications Officer
Job Grade	C Lower
Salary	USD 800
Department	STI, Partnerships & Governance (STI-PG)
Reporting to	Director of STI-PG
Duration	3-year contract, renewable subject to performance & funds availability
Position Location	On site – Karen, Nairobi

Organisation overview

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit pan African organisation headquartered in Nairobi, Kenya, whose vision is to see transformed lives on the African continent through science.

Position Summary

The Corporate Communications Officer will support the Director of STI-PG and senior AAS leadership by developing and reviewing internal and external communications. The role ensures that messaging is strategic, clear, confident and empathic, while advancing departmental and organizational values, mission and advocacy goals. The corporate communications officer will verify that all messages effectively engage stakeholders including donors, partners, beneficiaries, government agencies, the media and the public, while maintaining transparency, credibility, and alignment with AAS objectives.

Key Responsibilities

- Draft and review executive communications such as press briefs and speeches, public statements and addresses, media interviews, donor messages and reports
- Draft and review briefing notes, talking points, and presentations for board meetings, donor engagements, and external fora
- Develop internal communications to inform staff about organizational events/affairs, priorities and change initiatives, through minutes, reports, newsletters, articles, etc
- Conduct and share relevant research with Director STI-PG to support programme/project implementation and departmental initiatives
- Collaborate with IT and Communications departments to develop and review organizational aesthetical signature and messaging for social media, AAS website, graphics and any audio or visual promotional material
- Support STI-PG department's programme/project implementation efforts through agenda-setting and logistical planning for missions and workshops, setting up meetings (in-person or virtual) with partners and stakeholders, managing inquiries from partners and participants

- Collaborate with Fellows & Affiliates Officer and Finance Department to manage funds disbursement (per diems and travel allowances) as well as record keeping (receipts and tabulated expenditure)
- Collaborate with Protocols Department to manage travel documentation and procedures for out-of-country missions
- Conduct promotional interviews with senior AAS leadership and programme/project partners for promotional and visibility purposes
- Support Director STI-PG and senior AAS leadership to draft and review project proposals and concept notes
- Manage sensitive and confidential information with professionalism and discretion

PERSON SPECIFICATION

Academic Qualifications

- Bachelor's degree in communications, Journalism, Public Relations, Development Studies, International Relations, or a related field. A master's degree is an added advantage.

Experience & Knowledge

- Relevant experience in organizational, business, or development communications, preferably within an NGO, non-profit, international organization, or donor-funded environment.
- Exposure to stakeholder and donor engagement, media relations, and/or crisis communication.
- Familiarity with advocacy and social impact communications, including awareness of the SDGs, AU Agenda 2063, and STISA 2034.

Core Competencies & Skills

- Strong writing, editing, and interpersonal communication skills.
- Ability to translate complex development or policy issues into clear, accessible content.
- Good stakeholder engagement skills with the ability to work effectively with diverse audiences.
- High level of professionalism, sound judgment, and discretion.
- Ability to manage multiple tasks and deliver within deadline

Interested candidates are encouraged to submit their application to recruitment@aasciences.africa with the subject '*Corporate Comms Officer*' by 16th March 2026 17:00 hours EAT.

Due to high volumes of applications, only shortlisted candidates will be contacted.

Website: www.aasciences.africa