



CLOSED CALL FOR APPLICATIONS

Job Description

Job Title	Communications Intern
Location	Kenya, Nairobi
Salary Grade	Internship
Contract Duration	3 months (with the possibility of extension based on performance and funding availability up to 12 months)
Supervisor	Acting Communications, Campaigns and Outreach Manager
About Us	
<p>The Tax Justice Network Africa (TJNA) is a Pan African organisation and a member of the Global Alliance for Tax Justice.</p> <p>TJNA aims to promote socially just, accountable, and progressive taxation systems in Africa. We advocate for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilisation. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and those that aggravate and perpetuate inequality.</p>	
Purpose:	
<p>The communications internship is ideal for a creative, proactive, and detail-oriented individual with a strong interest in digital media, advocacy, and social justice. The intern should demonstrate strong communication skills, a willingness to learn, and the ability to manage multiple tasks in a fast-paced, dynamic environment.</p> <p>The individual will support the communications team in key areas including but not limited to: content development for social media and web, photography and videography, basic graphic design, stakeholder engagement, brand visibility, internal communications, event documentation, and general administrative and strategic communications support. The role offers valuable exposure to regional policy advocacy and international development communications.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Contribute to stakeholder mapping and engagement tracking, helping to maintain an updated record of TJNA's key audiences, partners, and collaborators across communication platforms. • Design simple graphics and visual content (e.g. infographics, quote cards, event posters) using tools such as Canva, Adobe Express, or similar, in line with TJNA's brand guidelines. • Assist in gathering analytics and preparing monthly performance reports on social media engagement, website traffic, and newsletter metrics. • Support in preparing email campaigns and newsletters, including drafting, formatting, and scheduling content via platforms like Mailchimp. • Document live events (physical or virtual) and compiling articles, quotes or testimonials. • Take, edit and format photos and videos for social media and web channels. • General communications administrative support as assigned. 	
Key Accountability Areas	
<ul style="list-style-type: none"> • Stakeholder engagement • Content development • Graphic design • Social media • Photography and videography 	

Competencies

- Creativity and Graphic design
- Digital and Social media literacy
- Strong written and Verbal communication

Qualifications

- Bachelor's degree required; graduate-level training and/or degree(s) in Communications, Media or Journalism.
- Demonstrated bilingual proficiency in English and French.

Core Skills and Experience:

- Ability to communicate clearly and work cooperatively in a cross-cultural setting.
- A team player, who is able to collaborate, is dynamic and flexible.
- Motivated, able to work independently and meet tight deadlines.
- Self-starter, flexible, creative and strategic thinker who is willing to learn.
- A passion for story, narrative structure and the creative arts.
- Personable, highly creative thinker and articulate speaker with excellent writing/editorial skills.
- Some knowledge of current and emerging trends in the communications space, including proactively exploring new tools, applications and ideas.
- Ability to synthesise ideas and communicate complex or technical concepts clearly into simplified, compelling, accessible content for a general audience.

Desirable/ Added advantage:

- Familiarity with digital marketing tools
- Bilingual proficiency in English and French.

How to Apply:

Does the role description align with your qualifications?

Qualified and interested candidates are requested to submit their applications using this link:

[Communications Intern Application](#)

The closing date for applications is 8th August 2025. Due to the anticipated number of applications, only short-listed candidates will be contacted.

TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities (EEO) to all employees & qualified applicants. All employment decisions are based on our organisation needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.