**TITLE:** Communication & ICT Officer  

**PARTNER(S):** Artisans Association of Ghana (AAG)  

**COUNTRY AND PLACE OF ASSIGNMENT:** Tema, Ghana  

**CONTRACT DURATION:** 12 weeks  

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC).

Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers.

Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Artisans Association of Ghana (AAG) is a membership-based association working toward a network of artisans that trains, upgrades and supports the certification of unskilled youth and master craftspeople, enabling them to provide services that meet global standards. Despite vast employment opportunities that the construction sector presents in Ghana, the participation of women and youth is hindered by limited information and support services. As a membership association with over 3000 members from four regions of Ghana, AAG seeks partnerships with businesses, identifies employment opportunities, and provides training and certification for its members. To learn more visit artisansghana.org/

The Communication & ICT Officer will support AAG in improving their communication strategy to better promote their work, products and services to young people.

**RESPONSIBILITIES:**

- Identify communication and advocacy needs in the organization and develop communication strategy;  
- Develop tools for the facilitation of internal and external communication.;  
- Support the design of fact sheets and infographics;  
- Develop digital marketing strategies and processes for AAG services and programs;
- Support in training staff on keeping the AAG website and social media platforms engaging and up to date;  
- Collect and capture success stories from AAG programs and trainings;  
- Deliver training for AAG staff on new communication tools and platforms;  
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits; and  
- Write reports required by AAG and the Uniterra program

**QUALIFICATIONS:**
- Work, academic, internship or volunteer experience in the area of data collection, analysis, dissemination and report writing techniques and tools.  
- Ability to work in a team setting  
- Demonstrated ability to take initiative  
- Ability to work independently and collaboratively in cross-cultural environments  
- Written and oral fluency in English