



Communication Officer Job Description

Position	Communication Officer
Contract	Three-Year Contract
Reports to	Programme Manager
Location	Lusaka
Salary	Competitive, commensurate with experience and industry standards

The Organisational Context

About NABII Zambia

National Advisory Board for Impact Investment Zambia (NABII Zambia), established in 2019, is a non-profit organisation dedicated to advancing the growth and effectiveness of impact investing in Zambia. As a proud member of the Global Steering Group for Impact (GSG Impact), NABII Zambia works to mobilise stakeholders and resources to foster a private sector-driven "impact economy" that integrates financial, social and environmental impact measurement into all aspects of economic activity.

- **Mission:** To mobilise stakeholders and resources to support the creation of a private sector-driven economy through the identification of domestic opportunities for change and innovation that help achieve and maintain the Sustainable Development Goals (SDGs).
- **Vision:** A prosperous Zambia driven by inclusive green growth and sustainable development.

NABII Zambia is currently transitioning from a foundational establishment to actively scaling its influence within Zambia's impact investment ecosystem. Having gained growing recognition through successful initiatives and collaborations in Market Development, Knowledge Development, Policy Development, and Communication Development, the organisation is now entering a growth phase that demands strategic leadership to sustain momentum and deepen its national and regional footprint.

Purpose of the Role

The Communications Officer will be responsible for developing and implementing communications initiatives that enhance NABII Zambia's visibility, brand identity, and stakeholder engagement. The role will support communication of the organisation's work across digital platforms, media channels, publications, and events.

The Communications Officer will also drive knowledge dissemination by translating research, policy insights, and ecosystem developments into accessible and engaging communication products.

Key Responsibilities

Communications Strategy and Brand Management

- Support the development and implementation of NABII Zambia's communications strategy.
- Ensure rigorous consistency of organisational messaging, branding, and visual identity across all internal and external communication channels.
- Strengthen NABII Zambia's public visibility and reputation among key stakeholders, including government, investors, development partners, enterprises, and the media.

Content Development and Knowledge Dissemination

- Develop high-quality communication content, including articles, newsletters, reports, case studies, blogs, and success stories.
- Translate technical research, ecosystem insights, and policy work into accessible communication materials for diverse audiences.
- Support the preparation and production of organisational publications, including annual reports, briefing notes, and donor updates.

Digital and Visual Communication

- Manage NABII Zambia's digital platforms, including the website and social media channels.
- Develop and implement social media content calendars and produce digital content to promote NABII initiatives and research outputs.
- Develop visual communication materials, including infographics, brochures, presentations, event materials, graphics for events and social media.
- Monitor and analyse digital engagement metrics to improve communication effectiveness.
- Ensure high-quality design and visual consistency across communication products.

Media Relations and Public Engagement

- Prepare press releases, media advisories, and briefing materials.
- Build and maintain relationships with media houses, journalists, and communications partners.
- Coordinate media engagement activities to proactively promote NABII Zambia's initiatives and events.

Event Communication and Promotion

- Lead communications for NABII Zambia events, including conferences, stakeholder convenings, and ecosystem dialogues.
- Support promotion and visibility of major initiatives such as the Zambia Impact Investment Summit and Africa Impact Summit engagements.
- Develop all promotional and post-event communication materials, including event announcements, invitations, and summaries.
- Coordinate the communication and logistical requirements for major events such as the Zambia Impact Investment Summit
- Reputation Management and Risk Mitigation.
- Develop and maintain a comprehensive crisis communication plan.
- Monitor public discourse and media for potential reputational risks and coordinate appropriate responses.

Key Deliverables

- High-quality communication materials and publications.
- Increased visibility and engagement across NABII Zambia's digital platforms e.g 20% growth in website traffic and social media engagement metrics year-over-year.
- Effective promotion of organisational initiatives and ecosystem events.
- Strong media relationships and positive public visibility of NABII Zambia, measured by a number of target proactive media placements per quarter.

Qualifications and Experience

- Bachelor's Degree in Communications, Public Relations, Journalism, Marketing, Media Studies, or a related field.
- Minimum of 3 years of relevant professional experience in communications, media, public relations, or digital communications.
- Experience working in a development organisation, policy institution, research organisation, or ecosystem-building organisation is highly preferred, with demonstrated ability to translate complex policy or investment concepts for non-technical audiences is an advantage.

Core Competencies

Strategic Communications

- Ability to design and implement communication strategies aligned with organisational objectives.
- Strong understanding of stakeholder communication within policy, development, or investment ecosystems.

Content Development and Writing

- Excellent writing, editing, and storytelling skills.
- Ability to develop high-quality communication products, including articles, reports, newsletters, and media materials.
- Demonstrated ability to capture and translate complex development impact data and investment narratives into compelling, accessible, and evidence-based stories (e.g. case studies, success stories).

Graphic Design and Visual Communication

- Strong graphic design skills for developing communication materials such as infographics, presentations, social media graphics, and publications.
- Proficiency in design tools, including Canva.
- Familiarity with professional design software such as Adobe Illustrator, Photoshop, or InDesign is an advantage.

Digital Communications and Social Media

- Ability to manage and grow organisational digital platforms, including the website.
- Experience managing social media platforms, including LinkedIn, Facebook, X (Twitter), and YouTube.
- Familiarity with digital communication tools such as Mailchimp, Hootsuite, or other email marketing and social media scheduling tools.

Media and Public Relations

- Ability to develop press releases, media briefs, and communication materials.
- Experience in building and managing relationships with journalists and media organisations.

Presentation and Visual Communication

- Strong ability to develop professional presentations and visual communication materials using tools such as PowerPoint and Canva.

Organisational and Interpersonal Skills

- Strong ability to manage multiple communication tasks, deadlines, and coordinate across teams and with external stakeholders.
- Proactive self-starter with the ability to work independently in a fast-paced environment.
- Proven ability to work effectively and collaboratively with senior stakeholders (Board members, government officials, investors, development partners, etc.) and diverse cross-functional teams.

Application

Interested candidates should submit:

- A one-page cover letter explaining your suitability for the role
- A concise CV (maximum 3 pages)
- Three relevant work samples demonstrating communication skills (for example: article, social media campaign, newsletter, press release, graphic design sample, or publication excerpt)

Applications should be sent to secretariat@nabii.org.zm no later than **17 April 2026** with the subject line: **Application – Communication Officer**.