



JOB DESCRIPTION

Department: Office of the CEO	Location: Lagos, Nigeria	Position: Communication and Information Management Lead
Grade: 7 Step 1	Reports to: CEO	Last Reviewed: June 2025

BRIEF DESCRIPTION OF COMPANY:

Equitable Health Access Initiative (EHAI) Nigeria is a Tech-Driven Non-Governmental Organization; fully committed to positively impacting humanity through research, training, and implementation of innovative public health projects in the control of Infectious diseases. We are focused on supporting the Government of Nigeria at the Federal and State level in building a high-performing sustainable health system to ensure that Nigerians, especially those living in rural and underserved areas, have access to affordable, equitable, and quality healthcare services in Nigeria.

JOB SUMMARY: This position requires someone who is an avid learner, team player, and willing to go the extra mile to ensure the visibility and growth of EHAI. You will be responsible for the organization's visibility on our website and across our social media platforms, developing social and behavioral change communication (SBCC) strategies and information management practices that align with our organizational goals and objectives while managing external relationships, crisis communication, and content creation. Your role will involve advocating for our organization and fostering a culture of knowledge-sharing to shape our narrative, reputation, and growth, all while using feedback to improve our communication strategies

MAIN TASKS INCLUDE:

1. **Strategic Communication:** Developing and implementing strategic communication plans that support EHAI's mission, vision, and objectives.
2. **Information Management:** Managing the collection, organization, and dissemination of information, ensuring its accuracy and relevance.
3. **Development of SBCC Strategies:** Lead the technical team in developing relevant SBCC strategies on various projects and interventions.
4. **Internal Communication:** Facilitating effective communication among staff, departments, and teams to promote collaboration and a shared understanding of organizational goals.
5. **External Communication:** Managing EHAI's external communication, including with stakeholders, clients, partners, and the public, to maintain a positive image and reputation.
6. **Media Relations:** Building and maintaining relationships with media outlets and journalists to effectively communicate the organization's activities and initiatives.
7. **Crisis Communication:** Developing and implementing crisis communication plans to address potential issues that could impact the organization's reputation and operations.
8. **Content Creation:** Creating, editing, and curating content for various communication channels, including written, visual, and digital media.
9. **Feedback and Evaluation:** Gathering feedback and data to evaluate the effectiveness of communication strategies and adjusting as needed.
10. **Advocacy and Public Relations:** Advocating the organization's goals and values through public relations activities and promoting a positive public image.
11. **Knowledge Sharing:** Promoting a culture of knowledge sharing and information accessibility within the organization.
12. Any other task as assigned.

ACCOUNTABILITY: This position reports to the CEO and is accountable to all Heads of Departments and Project Leads.

JOB COMPETENCIES:

- ☐ The individual must possess excellent oral and written communication skills in English and be a good communicator – face-to-face, over the telephone, and using social media.
- ☐ Adept use of content creation tools including video and graphic designs (Canva, Photoshop, Capcut, etc.)
- ☐ Experience in the development and application of SBCC strategies for health and social intervention projects
- ☐ Ability to work comfortably with groups and culturally sensitive populations.
- ☐ Well organized, detail-oriented, able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- ☐ Planning, creating, and managing content to achieve specific communication goals.
- ☐ Proficiency in crafting clear and persuasive written content for various platforms, including reports, emails, press releases, and articles.
- ☐ The ability to communicate effectively through speech, whether in public speaking, meetings, or interpersonal interactions.
- ☐ The ability to build and maintain positive relationships with colleagues, clients, and stakeholders.
- ☐ Understanding and critically assessing different forms of media, including traditional and digital sources.
- ☐ A general understanding of public health.

OH&S RESPONSIBILITY:

- Attend all health and safety awareness programs organized by the company.
- Report hazards and near misses.
- Ensure that all health and safety measures are implemented, communicated, and monitored
- Actively participate in all emergency drills/ HSE training at EHAI.

OH&S COMPETENCIES:

- Basic Fire-fighting training
- Basic first aid Training
- Hazard identification
- General Safety Knowledge



QUALIFICATIONS:

Educational Background (Degree):	A bachelor's degree in a related field in Communications, Public Relations, Journalism, Marketing, Health Communications, or a related discipline. A master's degree in any of these or public health will be an added advantage
Certifications Required:	Certifications in relevant areas such as Public Relations (CPRP), Digital Marketing, and Storytelling would be an added advantage
Years of Experience Required:	4+ years of progressive experience in Health Communication, work with NGOs (Preferably Health NGOs)
IT Knowledge Required:	Microsoft Office Package/CANVA/video editing softwares etc.
Languages Required:	English
Other requirements:	As EHAI's Comms & Info Management Associate, you'll drive our visibility and growth. You'll master internal and external communication, develop SBCC strategies, manage information flow, and cultivate external relationships. We need an avid learner, team player, and advocate with deep knowledge of health NGO trends.

WORK ENVIRONMENT & PHYSICAL DEMANDS: This job is fully on-site and will require more than 40% sitting time. It also demands 50% or more travel time for event coverage and content creation, so the job holder will need to move around as often as necessary.

SUPERVISORY RESPONSIBILITY: The job holder supervises junior volunteers, interns, and other media personnel as the project demands.