

Vacancy Announcement Communications Intern

Position Description

Position title:	Communications Intern
Reporting:	The Communications Intern reports directly to the Communications Assistant Officer
Location	Nairobi, Kenya

African Guarantee Fund (AGF)

The African Guarantee Fund - for Small and Medium-Sized Enterprises Ltd (AGF) is a Pan-African non-bank financial institution founded by the Ministry of Foreign Affairs on behalf of the Government of Denmark through the Danish International Development Agency (DANIDA), Ministry of Foreign Affairs and Cooperation on behalf of the Government of Spain through the Spanish Agency for International Development Cooperation (AECID) and the African Development Bank (AfDB) in 2011. AGF has since been joined by the Agence Française de Développement (AFD), the Nordic Development Fund (NDF), Investment Fund for Developing Countries (IFU), German Development Bank (KfW), the French Agency for Private Sector (PROPARCO), West African Development Bank (BOAD), Global Affairs Canada (GAC), USAID's West Africa Trade & Investment Hub (WATIH), TechnoServe and NORAD.

AGF's primary mandate is to assist financial institutions (FIs) in Africa to scale up their SME financing through the provision of partial loan guarantees and capacity development assistance. It seeks to bridge the financing gap across the continent for SMEs. AGF products and services provide FIs with the means, which they can leverage in bringing their African SME financing interventions to the required scale.

AGF contributes to the promotion of economic development, vital for prosperity, stability, and poverty reduction in Africa through two lines of activity:

- Provision of a mix of financial guarantees and other products, which reduce the risks sustained by FIs when lending to SMEs that have insufficient collateral. These guarantees contribute to reduce the inability of SMEs to provide acceptable guarantees required by FIs prior to lending.
- Support for capacity development of the Partner FIs to enhance their capacity to appropriately assess loan requests from SMEs and to mitigate risks associated with the guarantee.

AGF operates according to market principles and is a commercially viable venture with operations in 40 countries in Africa and is gradually expanding to other countries to cover the whole of Africa.

AGF is rated 'AA-' by the globally renowned Fitch Ratings Agency.

Position Summary

The Communications Intern will be an integral part of the Group Communications and PR division. They will support various functions related to communications, including but not limited to supporting in implementation of communications strategy, content development and other duties as delegated by the supervisor. This role is designed to provide practical experience in a dynamic work environment, offering exposure to diverse tasks within the realm of communications.

Major Duties and Responsibilities

- Work closely with cross-functional teams to support collaborative projects and initiatives, fostering effective communication and synergy.
- Coordinate with external partners, vendors, and stakeholders as needed for assigned projects.
- Assist in the creation of brand and visibility materials.
- Support content creation efforts by researching, writing, and editing content for various platforms.
- Help maintain content calendars and ensure timely publication across relevant channels.
- Provide administrative support to the communications team, including scheduling meetings, managing calendars, event planning and organizing files, documents and merchandise.
- Maintain archive of all communication materials, including multi-media in shared folders for easy accessibility and future reference.

Qualifications, knowledge, skills & Experience Required

Desirable skills, knowledge and experiences

- Bachelor's degree in Communications, Public Relations or related field.
- At least six (6) months of relevant experience and willingness to work in and adapt to an evolving multi-cultural environment.
- Experience in developing/creating print and digital content.
- With minimal supervision, strong comprehension skills and attentiveness to detail, can prioritize and manage a high-volume workflow.
- Excellent written and verbal communication skills and relevant computer software skills with proficiency in Microsoft Office, social media platforms and present-day communication tools.
- Excellent command of English, with fluency in speaking, reading and writing is a must. Knowledge of French is a plus, but not compulsory.

Skills

- Strong written and verbal communication skills.
- Team player, with strong interpersonal and organizational skills, self-discipline and flexibility.
- Ability to learn quickly / develop the necessary skills.
- Creative and innovative person, with eagerness to share ideas.

Eligibility

The position is open to candidates of any nationality.

The position will be for an initial period of 6 months and renewable if needed based on satisfactory performance.

Terms of Offer

The African Guarantee Fund for Small and Medium-sized Enterprises (AGF) is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package. AGF prides itself on its collegial, supportive and gender-sensitive working environment and believes that staff diversity promotes innovation and excellence.

Applications

All applications should be sent via email, attaching resume and cover letter summarizing relevant work experience, name and contact information of three referees that are familiar with your professional or academic qualifications to: recruitment@agf.africa.

“Application for Communications Intern” should be clearly marked on the subject line of the email message.

Applications will be considered until Friday 14th February 2025 or until the position is filled.

Only short-listed applicants meeting the above requirements will be contacted.

We invite you to learn more about us at:

www.agf.africa