



HELPING AFRICA HELP ITSELF

INTERNAL JOB DESCRIPTION

Name of employee : Vacant

Job Title : **Report Writer**

Functional team : **Global Marketing Department**

Reports to : **Global Communications and Stakeholder Manager**

Number of subordinates : 0

PURPOSE

1. This position is part of the JAM International (JAM) Marketing team. Its purpose is to facilitate and produce quality written and professionally edited material for internal and external use.
2. This position will function under the guidance and supervision of the Global Communications and Stakeholder Manager. The employee will contribute to the success of a high-performance marketing function for productive and quality work that speaks of consistent, pro-active, timely and effective communication to all its constituencies.
3. Ensure that all material effectively addresses the needs from JAM’s external stakeholders.
4. The employee will produce comprehensive, specific and well-written organisational reports to be used at the discretion of the Global Communications and Stakeholder Manager.

MAJOR RESPONSIBILITIES

1. Use information from the Global Communications and Stakeholder Manager to write and/or edit, timely reports in the required format as per the approved reporting schedule. 60%
2. Proactively work with the JAM Programmes Department, where necessary to source and/or confirm programme information as directed by the Global Communications and Stakeholder Manager. 10%
3. Ensure that all reports are proof read by two proof readers prior to submission to the Global Communications and Stakeholder Manager. 10%
4. Ensure that all assignments are produced on schedule while meeting high standards for accuracy, punctuation and consistency. 15%
5. The Report Writer may from time to time be required to perform duties not specifically stated in this job description, provided that such duties are related to JAM Operations. 5%

KNOWLEDGE, SKILLS, ABILITIES AND REQUIREMENTS

The following knowledge, skills and abilities are required, and may have been acquired through a combination of formal schooling, self-education, prior experience, and on-the-job training:

1. Degree or national Diploma in Marketing Communications Studies and/or Writing
2. English-language fluency (written and verbal). A superior command of the English language is essential.
3. Excellent writing and editing abilities.
4. Good command of MS Office.
5. An energetic, self-starting individual with a high sense of responsibility and fixed deadlines.
6. Excellent interpersonal and cross-cultural communication skills.

7. Great eye for detail, and meticulous about factual representation.
8. Team player, with a proven track record of working harmoniously within teams.
9. Functioning well under pressure.
10. Independent and responsible worker, driven by success and quality in their work.
11. Willing to work outside the parameters of normal office hours.
12. Valid driver's licence.
13. Minimum 3-5 years experience within a similar report writing role.
14. Experience within an NGO environment would be a major advantage.
15. Able to function within a very confidential environment.
16. Able to learn new software and systems.
17. Financial acumen to cross check report accuracy.