



SCECSAL Secretariat

Volunteer - Programme Officer (Advocacy and Communication)

(Post Number: SSV 03)

Under the direct supervision of the SCECSAL Secretary-General, the Programme Officer (Advocacy and Communication) will be responsible for the following duties, among others:

- a) Implement SCECSAL's Advocacy and Communications Strategy and engage with current and potential partners.
- b) Manage, monitor, and report on SCECSAL digital media platforms, including the SCECSAL website, blog, and X activities.
- c) Write, source, and publish relevant and appropriate content on SCECSAL digital media platforms.
- d) Assist in identifying key advocacy issues in the library and information sciences sector in the SCECSAL region.
- e) Assist the Secretary-General in preparing key messages, presentations, talking points, etc., in support of SCECSAL advocacy initiatives.
- f) Assist the Secretary-General in preparing documentation, including concept notes, reports, minutes of meetings, etc., for the SCECSAL Management Board and the SCECSAL General Assembly.
- g) Assist the Secretary-General and managing SCECSAL Awards.
- h) Ensure quality of all official SCECSAL publications.
- i) Monitor adherence to SCECSAL logo use and SCECSAL publications' policies and guidelines.
- j) Liaise with SCECSAL member Associations on branding for SCECSAL conferences.
- k) Any other tasks assigned by the SCECSAL-Secretary-General.

Work location

- Virtual assignment - Volunteer from home.

Minimum Requirements

- At least an undergraduate degree or its equivalent, in library or information science or communication or in a related field.
- At least three years of relevant experience in communication, advocacy, outreach, web publishing, and/or social media.
- Good communication, reporting and presentation skills in English (both written and spoken). Knowledge of French or Portuguese will be considered an advantage.
- Proof of membership in a SCECSAL member Association.
- Reliable phone and internet connection. Access to computer.
- Able to commit a minimum of five (5) hours per week to SCECSAL related work.

Knowledge and Skills

- Very good knowledge of the key issues affecting the library and information services sector in the SCECSAL region.
- Proven experience in digital communication platforms/channels.
- Ability to keep abreast of new technological developments in communication and/or social media networks.
- Ability to build effective relationships with stakeholders.

- Ability to work in a multicultural environment, both independently and as part of a team, with the ability to set priorities and meet tight deadlines.
- Results-oriented with the ability to set priorities and meet tight deadlines.

How to apply

Applications, including a cover letter of motivation and a resume detailing your most relevant work experience, and knowledge and skills, and academic qualifications should be sent by **15:00 GMT on 7 August 2026** via email to:

The Secretary General
SCECSAL
c/o Zambia Library Service
Haile Selassie Road, Longacres
Lusaka 10101, Zambia
Email: secretariat@scecsal.org

Only shortlisted candidates will be contacted.

SCECSAL applies a policy of equal opportunities, respects diversity, and strives to maintain gender balance.