



Volunteer Opportunity

Digital Support Associate

Job Description

- Update Social Media Handles
- Support users of AfD webpage and social media handles to access and use digital services
- Liaise with relevant department in resolving reported issues
- Drive the growth of social media pages
- Liaise with the research team and Board on what to post on social media pages
- Handle digital related advisements and digital issues during events
- Any other role that may be assigned

Required Skills

- Ability to interact and communicate diplomatically on our digital platforms
- Effective oral and written skills
- Ability to assess and evaluate situations quickly, accurately and effectively
- Ability to assist in strategic planning, result-based management reporting
- Ability to assist in corporate strategic initiatives
- Excellent computer, internet, social media and information system skills
- Team player

What to expect

- Supportive working environment, with staff willing to help
- Working along with professionals willing to share their knowledge
- On the job training that will help you develop and grow your skill set
- Experience for further employment

If you are interested in this volunteering opportunity, then send your CV and a motivation statement stating the role and how this role will help develop your skills and contribute to AfD.

All applications should be sent to info@diplomacyforum.org

NB. This position is open only to **members** of the African Forum for Diplomacy. To become a member, please follow the following link: <https://diplomacyforum.org/membership/>