



## 1. Job title: Information Technology and Communications Officer

Job details	
Job Title: Information Technology and Communication Officer (ICT)	Reports to: Communications Officer
Job Grade	
Job Type: Staff position	Type of Requisition: NPO (National Professional Officer)
Direct Reports	<ul style="list-style-type: none"> <li>None</li> </ul>
Department: ICT	Location: Nairobi, Kenya
Employment Type: Contract	Position Type: Full – time / Part – Time
Job summary	
<p>The Jobholder will be responsible for managing African Seed Trade Association (AFTSA)’s digital presence, content creation, editing and designing, and communication channels to enhance member engagement and public visibility. The jobholder will oversee ICT infrastructure, ensure smooth operation of Information Technology (IT) systems, and conduct data analytics to support decision-making. The role includes planning, setting, coordinating, and executing informatics to support key events such as the annual congress and workshops, as well as managing procurement, and administrative functions to ensure operational efficiency. Additionally, the jobholder will handle protocol matters, including Very Important Person (VIP), government, and diplomatic engagements, maintaining AFSTA’s professional image and compliance with formal requirements including with the hosting country regulations.</p>	
Roles and responsibilities	
<ol style="list-style-type: none"> <li><b>Digital content creation</b> <ol style="list-style-type: none"> <li>Edit and design contents (graphics, videos, newsletters, flyers, flash news) to enhance member engagement and public branding. .</li> </ol> </li> <li><b>Digital communications management</b> <ol style="list-style-type: none"> <li>Design and manage AFSTA’s digital presence, including the website, social media, and email communications.</li> <li>Monitor digital analytics to optimize outreach strategies.</li> </ol> </li> <li><b>ICT and Systems Management</b> <ol style="list-style-type: none"> <li>Provide leadership in maintaining and securing AFSTA’s ICT infrastructure.</li> <li>Ensure smooth operation of IT systems, including hybrid meeting tools (Zoom, Teams) and cybersecurity measures.</li> <li>Administrate and manage the electronic Membership systems including member individual profile and automate communication with Members.</li> <li>Conducting data analytics using Excel and other analytical tools.</li> </ol> </li> </ol>	



#### 4. Event Planning and Coordination

- a) Strategically plan, coordinate, and execute AFSTA's events, including the annual congress, workshops, and meetings.
- b) Manage delegates registration process and including individual tags and invitation letters and visa procedures ensure seamless event delivery.
- c) Oversee post-event evaluations and implement improvements for future events.

#### 5. Administrative and logistics management

- a) Oversee procurement, travel arrangements, and general administrative support for staff and delegates.
- b) Ensure efficient resource allocation and operational workflows across department



Delivery		
1.	Implement a structured digital content plan to regularly update the website, social media, and email communications with engaging and relevant materials.	
2.	Maintain and secure ICT infrastructure by scheduling regular system checks, software updates, and cybersecurity audits.	
3.	Develop and execute detailed event plans covering timelines, budgets, vendor coordination, and on-site management for seamless delivery.	
4.	Streamline logistics and administrative processes through clear workflows, resource tracking, and timely support to staff and delegates.	
5.	Apply formal protocol standards when managing VIP, government, and diplomatic engagements to ensure professionalism and compliance.	
Academic and professional qualifications		
<ul style="list-style-type: none"> <li>Bachelors' degree in the specific field</li> <li>Relevant Professional qualification where applicable.</li> <li>Membership to a professional body will be an added advantage</li> </ul>		
Work experience		
<ul style="list-style-type: none"> <li>Minimum of Three (3) years relevant experience.</li> <li>Bi lingual (French and English)</li> </ul>		
Additional skills		
<ul style="list-style-type: none"> <li>Graphic design and multimedia skills: Ability to create visually appealing digital content.</li> <li>Data analytics and reporting: Proficiency in interpreting digital metrics and operational data for decision-making.</li> <li>Vendor and contract management: Skill in negotiating, managing, and evaluating service providers.</li> <li>Crisis management: Capability to handle urgent ICT, event, or protocol issues calmly and effectively.</li> <li>Attention to detail: Ensuring accuracy and quality in communications, and protocol arrangements.</li> </ul>		
Sign off		
Job holder:	Signature	Date
Line Manager:	Signature	Date
Counter signing Quality Assuror:	Signature	Date

