

## **APPLY FOR THE POSITION OF COMMUNICATIONS OFFICER**

Finding XY is advisory firm providing SMEs with investment readiness support and access to investment. The objective of Finding XY is to establish global partnerships that support entrepreneurs in Sub-Saharan Africa through investment readiness and access to investment.

Finding XY promotes businesses or enterprises in sub-Saharan Africa with the current focus on East Africa. Our services provide local entrepreneurs with opportunities to attract investment from global partners necessary for them to grow their businesses. Finding XY now seeks an entry level communications officer to promote our brand, create partnership and maintain internet visibility.

### **Job Description**

- Regularly broadcast sector opportunities to the portfolio of businesses, stakeholders and partners.
- Engaging with potential partners to explore and develop opportunities for entrepreneurs.
- Source for participants to undertake the organized trainings.
- Identify and source for investors or sponsors of portfolio businesses and company events.
- Manage social media accounts of the company
- Maintain the website of the company by making sure it is up to date
- Participate in writing proposals to potential donors and partners
- Advise company portfolio of businesses on their communication and public relations strategies
- Lead in development of graphic materials and advertising in line with the companies branding policy
- Source for innovative businesses to the company's portfolio of businesses
- Promote the companies programs across different platforms and events.
- Attend networking events and promote the companies services.
- Support the Managing Directors functions.

### **Key Qualification**

At least a Bachelor's degree in Communications, Journalism, Public Relations or related field. Deadline is 21<sup>st</sup> 10 2017. Send application to [eddie.sembatya@findingxy.com](mailto:eddie.sembatya@findingxy.com).