

# MANAGER, COMMUNICATIONS & PARTNERSHIPS

**Ethiopia, Kenya, Uganda**

**August 2026**

Full-time staff position

## About ITDP

The Institute for Transportation and Development Policy (ITDP) is a non-profit organisation that works around the world to design and implement high-quality transport systems and policy solutions that make cities more liveable, equitable, and sustainable. ITDP Africa works across the continent with its main office in Nairobi, Kenya and with country offices in Ethiopia, Rwanda, Egypt, Tanzania and Uganda.

## About the position

The Manager, Communications & Partnerships will be a senior member of the ITDP Africa team, responsible for leading the region's communications strategy, managing external partnerships, and elevating ITDP Africa's profile across the continent and internationally.

The Manager will work across ITDP Africa country offices to ensure that the organisation's work is communicated effectively to governments, donors, media, civil society, and the public. Critically, the role includes building and managing formal partnerships with peer organisations, academic institutions, and civil society networks that amplify ITDP's policy influence across Africa. The Manager will also coordinate closely with ITDP's global communications team in New York to ensure African content is integrated into global knowledge products, campaigns, and publications.

The Manager, Communications & Partnerships will report to the Africa Regional Director, working closely with ITDP staff and international experts.

## Responsibilities

### Communications Strategy and Content

- Lead the development, implementation, and ongoing refinement of ITDP Africa's external and internal communications strategy in alignment with ITDP's global communications framework and set and monitor the annual objectives and key results for communications.
- Develop and oversee high-quality written content including blogs, op-eds, project reports, policy briefs, press releases, donor communications, and social media content across all ITDP Africa platforms (Twitter/X, LinkedIn, Instagram, Facebook, YouTube).
- Oversee the ITDP Africa website, publications, fact sheets, newsletters, knowledge products and multimedia content, including video stories, photography, infographics and data visualisations, working with the communications team and external designers so that everything published is current and consistent with ITDP's brand standards.
- Ensure all communications materials are technically accurate by working closely with transport planning, policy, and electrification teams before publication.

- Manage ITDP Africa's media relations, maintain proactive relationships with journalists and editors across print, digital, television, and radio platforms in East Africa and beyond, and serve as a spokesperson where appropriate.
- Provide strategic communications support to the Regional Director and senior leadership, including speeches, talking points, presentations, media preparation, and high-level correspondence.

### Partnerships and External Engagement

- Identify, cultivate, and manage strategic partnerships with peer organisations, research institutions, professional associations, civil society networks, and advocacy groups working on sustainable transport and urban development across Africa.
- Represent ITDP Africa at conferences, forums, panel discussions, and stakeholder events, building ITDP's reputation as the leading voice on sustainable urban transport across the continent, and build a network of African city officials, researchers, and transport practitioners who champion and amplify ITDP's work.
- Design and lead integrated communications campaigns around major policy moments, launches, the United Nations climate change conference (COP), World Car Free Day, donor announcements, and organise the workshops, webinars, launch events and car free days that support them.
- Liaise with ITDP's global offices (New York, India, Indonesia, Brazil, Mexico, China) and ensure African perspectives and project case studies are well represented in global knowledge products.
- Support donor relations by preparing compelling programme narratives, impact stories, and visual documentation for grant reports and fundraising proposals.

### Team Leadership & Administration

- Supervise, mentor, and support the professional development of the Associate and Senior Associate, Communications, and guide staff across country offices on external communication standards, messaging, and ITDP brand compliance.
- Manage the ITDP Africa communications budget, including procurement of design, media production, and event services.
- Perform any other related tasks within the communications and partnership's function assigned by the Africa Regional Director.

## Qualifications

### Education

- Master's degree in communications, journalism, public relations, development communications, media studies, urban policy, or a closely related field. Candidates with a bachelor's degree and exceptional professional experience will also be considered.

### Experience required

- At least seven years of relevant professional experience in communications, with at least two years in a senior or managerial role.
- Demonstrated experience building and managing external partnerships with civil society, media, or research organisations.

- Track record of managing teams and developing junior communications staff.
- Demonstrated experience managing media relations, including acting as a spokesperson or preparing senior leaders to speak to the media.

### Skills required

- Exceptional written and verbal communication skills in English. Ability to translate complex technical transport content into concise, compelling messages for non-specialist audiences across multiple formats.
- Ability to brief, direct and quality assure design and multimedia work produced by the communications team and by external suppliers, with enough working familiarity with Adobe InDesign and Illustrator to review files and make light edits.
- Proficiency in WordPress or similar content management system for website management.
- Familiarity with social media analytics, scheduling tools (e.g. Buffer, Hootsuite), and campaign management.

### Competencies

- Strategic thinker with strong editorial judgment and the ability to identify and develop compelling narratives from complex technical work.
- Relationship builder with the ability to represent ITDP credibly at senior levels with governments, donors, media, and partner organisations.
- Highly organised, with the ability to manage multiple projects, platforms, and deadlines simultaneously without losing quality.
- Passion for sustainable transport, urban equity, and climate action, and ability to communicate that passion to diverse audiences.
- Strong commitment to advancing ITDP's mission and to environmental and social justice.

### Preferred

If you meet the requirements above and some of the following, we would still like to hear from you.

- Experience in an international non-governmental organisation, development organisation, or policy advocacy environment.
- Hands-on graphic design skill in Adobe InDesign and Adobe Illustrator, and familiarity with Photoshop, Canva and Figma.
- Experience with video production and editing (Adobe Premiere, Final Cut, or similar).
- Proficiency in a second language such as Swahili or French, given ITDP Africa's operations across anglophone, francophone, and Swahili-speaking countries.

### Other requirements

- Availability to travel frequently within Africa and occasionally internationally.
- Applicants must already hold, or be able to obtain, the right to work in the country where this role will be based.

### Equal opportunity and adjustments

ITDP is an equal opportunity employer. We consider every qualified applicant without regard to race, colour, sex, religion, political or other opinion, nationality, ethnic or social origin, disability,

HIV status, marital status or pregnancy. Qualified women and qualified persons with disabilities are encouraged to apply. We do not tolerate harassment or retaliation at any stage of recruitment or employment.

If you need an adjustment to take part in this process, including the interview, write to [africajobs@itdp.org](mailto:africajobs@itdp.org) and tell us what would help. We will discuss it with you in confidence, and asking will not count against your application.

## How to apply

Interested applicants can apply by sending the following information to [africajobs@itdp.org](mailto:africajobs@itdp.org) with “Manager, Communications and Partnerships” in the subject line:

- Resume and cover letter.
- Three samples of written work (blog posts, reports, op-eds, press releases, or social media campaigns you have produced).

Applications will be reviewed as they are received. To be considered in the first round, apply by 30 September 2026. The position will remain open until filled.

## How we handle your application

The information you provide as part of your application, including your resume/CV, cover letter, work samples, and any other supporting documents, will be used solely for recruitment purposes and to assess your suitability for this role. Your application will be handled confidentially by the ITDP Africa recruitment team and shared only with the relevant hiring panel. Application materials will be stored securely and retained only for as long as necessary to complete the recruitment process. Where appropriate, ITDP may retain your application for consideration for future opportunities.

ITDP does not charge a fee at any stage of recruitment. Any request for payment in connection with this vacancy should be treated as fraudulent.