



VACANCY: COMMUNICATIONS OFFICER | IEA GHANA

The **Institute of Economic Affairs (IEA Ghana)**, a leading independent public policy think tank, is seeking a **dynamic, driven and results-oriented Communications Officer** to strengthen its communications, advocacy and public engagement work.

The successful candidate will play a key role in enhancing IEA Ghana's visibility and impact by developing and implementing effective communications strategies, managing digital platforms, supporting advocacy initiatives, and ensuring that the Institute's research and policy positions reach key national and international audiences.

Key Responsibilities

- Develop and implement communications and digital engagement strategies aligned with IEA Ghana's research and advocacy priorities.
- Manage IEA Ghana's social media platforms, including developing engaging and relevant content and monitoring audience engagement and reach.
- Manage and maintain the IEA Ghana website, ensuring that content is accurate, current, accessible and regularly updated.
- Translate research, policy positions and advocacy priorities into clear, compelling and accessible communications for diverse audiences.
- Support IEA Ghana's advocacy and public policy engagement activities, including campaigns, events and stakeholder outreach.
- Develop press releases, briefing materials, newsletters, website content, social media content and other communications materials.
- Build and maintain strong relationships with media organizations, journalists, policymakers, civil society organizations and other key stakeholders.
- Monitor media coverage and public discourse on issues relevant to IEA Ghana and provide timely analysis and recommendations.
- Support the promotion and visibility of IEA Ghana's research, publications, events and policy initiatives.
- Track and report on communications performance, including social media, website and media engagement metrics.
- Contribute to strengthening IEA Ghana's public profile and positioning as a leading voice on public policy and economic issues in Ghana.

Requirements

- A Master's degree in **Communications, Journalism, Public Relations, Public Policy, Political Science, Development Studies, or a related field**.
- At least **5 years of proven professional experience** in communications, public affairs, advocacy, media, or a related field.

- Demonstrated experience managing **social media platforms and digital communications**.
- Proven experience in **website management and content management systems**, with the ability to independently update and operate websites.
- Experience supporting or leading **advocacy and public policy communications**, preferably within a think tank, NGO, development organization or similar institution.
- Excellent written and verbal communication skills, with the ability to communicate complex policy and research issues clearly and effectively.
- Strong understanding of Ghana's public policy and development landscape.
- Demonstrated ability to develop compelling content for different audiences and communication channels.
- Strong organizational skills and the ability to manage multiple priorities and deadlines.
- A proactive, **driven and dynamic** approach, with the ability to work independently and as part of a high-performing team.
- Proven ability to build and maintain effective relationships with media, policymakers, civil society and other stakeholders.

Personal Attributes

The ideal candidate will be:

- **Driven and results-oriented**
- **Dynamic and creative**
- Strategic and proactive
- An excellent communicator and storyteller
- Highly organized and able to work under pressure
- Comfortable working in a fast-paced policy environment
- Passionate about public policy, economic development and strengthening public engagement in Ghana

Offer

An attractive remuneration package commensurate with experience and qualifications.

Location: Accra, Ghana | **Full-time**

How to Apply

Interested candidates should submit a **CV, Cover Letter, and one writing sample** to recruitment@ieagh.org with Subject: Application – Communications Officer, IEA Ghana

Deadline: 7th September 2026

IEA Ghana is an equal opportunity employer. **Women are encouraged to apply.**