JOB DESCRIPTION

Publications & Information Services Officer.

Job Title	: Publications & Information Services Officer,
Department	: Conservation Programmes
Supervised by	: Head of Conservation Programmes
Directly Reporting Staff	: None
Duty Station	: WCK Nairobi (head office),

JOB OVERVIEW

The Publications and Information Services Officer is responsible for coordinating and managing the development, editorial review, production and dissemination of WCK's publications and information materials. The Officer ensures that institutional knowledge, conservation programme experiences, research outputs and educational resources are systematically documented, preserved, organized, accessible and effectively shared with members, partners and the public.

The Officer shall serve as the Editor of WCK's publications and information materials, providing editorial leadership in content planning, development, writing, reviewing, editing, fact-checking, proofreading and quality assurance. The Officer shall lead the production and publication of the quarterly Komba Magazine, monthly newsletters, reports, brochures, posters and other institutional publications, ensuring accuracy, relevance, consistency and adherence to WCK's editorial and branding standards.

Key Duties and Responsibilities

1. Publications, Editorial and Content Development

- Serve as Editor of WCK publications and information materials, providing editorial leadership in content planning, development, writing, review and publication.
- Review and edit submitted articles, manuscripts, reports and other content for clarity, accuracy, grammatical correctness, coherence and consistency, including verification of facts, statistics, quotations and references.
- Coordinate the production and publication of the quarterly Komba Magazine, monthly newsletters, reports, brochures, posters and other institutional publications, ensuring adherence to WCK's editorial and branding standards.
- Develop and implement an annual editorial calendar and coordinate content contributions from departments, Regional Centres, members, researchers, partners and other contributors.

2. Publication Production and Quality Assurance

- Coordinate the design, layout, production, printing, distribution and digital publication of WCK's publications and information materials.
- Establish and enforce editorial guidelines, publication standards and quality assurance procedures to ensure accuracy, consistency, professionalism and relevance.
- Liaise with authors, contributors, photographers, designers, publishers, printers and other service providers to facilitate timely and cost-effective publication production.
- Ensure compliance with copyright, intellectual property, permissions and other applicable publication requirements.

3. Knowledge Management and Institutional Documentation

- Develop and maintain systems for collecting, documenting, organising, storing, retrieving and sharing WCK's institutional knowledge and information resources.
- Coordinate the documentation of conservation programme experiences, research findings, lessons learnt, good practices, success stories and institutional milestones.
- Maintain an institutional knowledge repository containing reports, publications, research outputs, photographs, videos, educational materials and historical records.
- Work with departments and Regional Centres to promote systematic documentation, institutional learning and knowledge sharing.

4. Information Resources, Documentation and Archives Management

- Coordinate the management of the WCK Conservation Programmes information resource centre, ensuring systematic classification, cataloguing, filing, storage and retrieval of publications and programme documentation.
- Maintain updated catalogues, registers and inventories of books, journals, magazines, reports, research materials and other institutional information resources.
- Coordinate the preservation, digitization and archiving of historical publications, photographs, programme reports and other institutional records.
- Facilitate access to information resources by WCK staff, members, students, researchers, partners and other authorised users.

5. Communication, Digital Content and Publicity Support

- Support the Communications function in developing and editing press releases, news articles, feature stories, website content and other institutional communication materials.
- Develop and edit content for WCK's digital platforms, newsletters, social media and other online communication channels in liaison with the responsible Communications function.
- Support the development of marketing, publicity and promotional materials highlighting WCK's programmes, activities, achievements and institutional events.
- Translate conservation programme activities, research findings and institutional achievements into accessible communication and information products for different audiences.

6. Work Planning, Reporting and Other Responsibilities

- Prepare annual work plans, budgets, performance targets and implementation schedules for the publications and information services function.
- Monitor implementation of assigned activities and prepare periodic performance and implementation reports.
- Maintain appropriate records of publications produced, information resources managed and knowledge products disseminated.
- Undertake any other relevant duties and responsibilities as may be assigned by the Supervisor or Management from time to time.

7. Other Responsibilities

- Undertake any other relevant duties and responsibilities as may be assigned by the supervisor or Management from time to time.

QUALIFICATIONS AND REQUIREMENTS

Academic Qualifications:

- Bachelor's degree in Journalism, Mass Communication, Publishing, Information Science, Records Management or a related field from a recognised institution.

Professional Experience:

- At least four (4) years of relevant work experience in publishing, editorial services, journalism or publications management.
- Demonstrated experience serving as an Editor or Editorial Lead for a magazine or other publication, with proven competence in content development, writing, editing, proofreading and publication production.
- Practical experience coordinating the design, production and publication of magazines, newsletters, brochures, posters and other information materials.
- Experience in information management, records management, registry operations, archiving or institutional knowledge management.
- Experience in digital publishing, content management systems and maintaining digital information repositories will be an added advantage.

Technical Competencies:

- Excellent writing, editing, proofreading and content development skills.
- Strong knowledge of editorial processes, publishing standards and publication production.
- Proficiency in desktop publishing, graphic design and digital publishing tools.
- Knowledge of information cataloguing, classification, records management and digital information repositories.
- Ability to develop engaging and audience-appropriate communication materials.

Core Competencies and Attributes:

- Excellent oral and written communication skills.
- Strong editorial judgement, creativity and attention to detail.
- Excellent organisational, coordination and time-management skills.
- Ability to work under tight publication schedules and meet deadlines.
- Strong interpersonal and stakeholder engagement skills.

Added Advantage:

- Experience in conservation, environmental education, biodiversity, research or NGO publications.
- Knowledge of wildlife, nature and environmental conservation.
- professional certification or additional training in publishing, journalism, communication or records management.

How to Apply:

Interested and qualified candidates should apply via: https://forms.gle/WT8AEBLWhZtAZBkv5

WCK is an Equal Opportunity Employer qualified candidates who meet the stated requirements are encouraged to apply.

Only shortlisted candidates will be contacted.

Closing Date: 25th November 2026