The Youth Empowerment and Transformation Trust is looking to welcome new colleagues on regional exchange!

About The Youth Empowerment and Transformation Trust (YETT)

The Youth Empowerment and Transformation Organization (YETT) is a youth networking organization committed to the full participation of young people in sustainable development through advocacy, partnerships, and capacity strengthening of youth and youth organizations in Zimbabwe and across the Southern Africa region. We are based in Harare, Zimbabwe.

Vision - A just, inclusive, and prosperous world where young people thrive.

Mission - To promote the full participation of young people in sustainable development through partnerships, advocacy, and capacity strengthening of youth and youth organizations in Zimbabwe and the region.

In existence since 2004, YETT implements direct programming working alongside its network of partners, over 70 youth-led, serving and focused organizations operating in all 10 provinces of Zimbabwe and over 20 partners regionally and globally, to empower youth.

Guided by our 2025–2030 strategy, YETT's work is anchored in four strategic pillars:

- *Influencing Policy: Supporting youth participation in governance, democratic processes, and policymaking at national and regional levels.*
- *Building Resilience: Equipping youth to address poverty, climate change, humanitarian shocks, and mental health challenges through community-based solutions.*
- *Developing Leaders: Mentoring and equipping youth, especially young women, to lead across all sectors and champion gender justice and civic accountability.*
- *Capacitating Youth Actors: Strengthening youth-led and youth-serving civil society organizations and building youth-responsive governance systems.*

YETT also thrives on building partnerships and promoting cross-learning through its various national, regional and international partnerships. One such partnership is the regional partnership with the Zambian National Education Coalition (ZANEC) in Zambia and Equal Education (EE) in South Africa, supported by the Norwegian Agency for Exchange Cooperation (Norec) program which promotes international cooperation.

We would love for you to join us.

Communications & Visibility Officer

PURPOSE:

The Communications & Visibility Officer will support the Youth Empowerment and Transformation Trust (YETT) to strengthen its communications, visibility, storytelling, digital engagement and knowledge management. Working closely with programme teams, management and network partners, the officer will support the production of communications content while strengthening systems for documenting programme work, sharing learning, engaging stakeholders and supporting advocacy, fundraising and partnerships.

As part of the professional exchange, the officer will contribute existing skills and experience while engaging in reciprocal learning and knowledge exchange. Particular emphasis will be placed on strengthening communications practices, systems and tools that can be sustained within YETT beyond the exchange, including the practical and responsible use of digital and AI-supported tools.

RESPONSIBILITIES:

- Support the implementation of YETT's communications and visibility plans.
- Develop and manage content calendars for social media, website, newsletters and other platforms.
- Produce and edit communications materials, including articles, social media content, newsletters, press releases, programme updates, profiles and case studies.
- Adapt technical, research and programme information into clear, engaging and audience-appropriate content.
- Ensure consistency in YETT's messaging, branding and public communications.
- Identify and develop stories of change, programme achievements, lessons and experiences from young people and partners.
- Support photography, videography, interviews and other documentation of YETT activities.
- Strengthen systems for collecting, organising and archiving communications materials, programme stories and other knowledge products.
- Contribute to documenting organisational learning, promising practices and programme impact.
- Support YETT's social media and digital engagement activities, including monitoring basic digital analytics and using insights to improve content and audience engagement.
- Support visibility at events, campaigns, workshops and other stakeholder engagements.
- Work with colleagues responsible for Research, Advocacy and Knowledge to translate evidence, research and programme learning into accessible communications products.
- Support advocacy campaigns and communications around YETT's strategic priorities.
- Develop impact stories, profiles and other visibility materials for donors and partners, ensuring that programme achievements and evidence are effectively communicated for resource mobilisation and partnership engagement.
- Support practical learning and mentorship for YETT network partners on communications, storytelling, digital engagement and visibility.
- Contribute to simple communications tools, templates and resources that can be used by YETT and its network partners.
- Explore digital tools that can improve content development, planning, documentation, collaboration and knowledge management.
- Identify opportunities to streamline routine communications processes through appropriate technology and automation.

- Explore responsible uses of AI-supported tools for drafting, editing, transcription, content adaptation and information organisation, with appropriate human review and attention to accuracy and confidentiality.
- Document and share practical lessons, tools and recommendations that can strengthen YETT's communications systems and institutional memory beyond the exchange.
- Perform any other related duties as may be assigned.

REQUIREMENTS:

- A Bachelor's degree or relevant qualification in Communications, Media Studies, Journalism, Public Relations, Marketing, Development Studies or a related field.
- At least two years' relevant experience in communications, media, digital engagement, storytelling, advocacy communications or a related area, preferably within a civil society, youth or development organisation.
- Strong writing, editing and verbal communication skills.
- Experience managing social media and producing digital content for different audiences.
- Knowledge of graphic design, photography, videography or multimedia production is an advantage.
- Ability to translate technical, research or programme information into accessible and engaging communications products.
- Good digital literacy and willingness to learn and use new technologies.
- Interest in the practical and responsible use of AI-supported tools.
- Strong organisational, teamwork and time-management skills, with the ability to manage multiple priorities.
- Ability to work independently and collaboratively with diverse teams and stakeholders.
- Commitment to youth participation, inclusion and social justice.
- Applicants must be between the ages of 20–30 years old.

THE EXCHANGE:

This opportunity is part of the 2027/28 regional exchange between the Zambia National Education Coalition (ZANEC) in Zambia, Youth Empowerment and Transformation Trust (YETT) in Zimbabwe, and Equal Education (EE) in South Africa, supported by the Norwegian Agency for Exchange Cooperation (Norec).

The exchange will last for a period of 14 months (February 2027–April 2028), with 12 months abroad with YETT in Harare, Zimbabwe, followed by 2 months of follow-up work with the sending organisation, EE in South Africa.

Through international exchange, the overall objective is to empower young people to have the agency and means to meaningfully participate in the pursuit of access to quality and inclusive education for all.

The following expenses will be covered by the exchange:

- Housing costs, including electricity, water, etc.;
- Travel insurance and health insurance for the whole duration of the exchange;
- Monthly salary;
- Travel costs to and from your home country, and to and from the mandatory Norec Preparatory and Homecoming trainings; and
- Departure/start-up funds that may cover visas, necessary vaccinations, work permits, etc.

APPLICATION PROCESS:

Each application should include a CV and a letter of motivation (one page maximum). Each document must be saved with your name, surname and the type of document, e.g. xxx_xxx_CV. Please save all documents in PDF format.

You should be motivated specifically for the position you are applying for and detail your interest and suitability to work at YETT in Harare, Zimbabwe. Generic cover letters are strongly advised against.

Please include three contactable references and a copy of the bio-data page from your passport.

The email subject line must clearly state the position you are applying for.

Applications must be sent to hr@equaleducation.org.za.

Closing date: 23rd October 2026