



Job Description: Manager, Communications

Organization: Clean Technology Hub

Location: Abuja, Nigeria (Onsite)

Reports to: Head of Programmes

Employment Type: Full-time

About Clean Technology Hub

Clean Technology Hub is a hybrid hub focused on the research, development, demonstration, and incubation of clean energy technologies and climate action initiatives across Africa. The Hub advances sustainable solutions for energy access, environmental challenges, and green innovation through partnerships with government, industry, academia, and communities.

Job Summary

The Manager, Communications will lead the development and execution of strategic communications to strengthen the visibility, influence, and impact of Clean Technology Hub. The role will manage corporate communications, external and stakeholder communications, digital platforms, media engagement, storytelling, and internal communications while supporting campaigns that promote clean energy innovation and climate resilience across Africa.

Key Responsibilities

1. Develop and implement a communications strategy aligned with organizational goals and programs including research, incubation, and policy initiatives.
2. Produce high quality content including press releases, blogs, newsletters, reports, multimedia materials, and social media content.
3. Build relationships with journalists, media outlets, and partners. Coordinate media engagements, interviews, and press events.
4. Oversee our digital communications - including social media platforms including X, LinkedIn, Instagram, and YouTube. Monitor analytics to track growth and run digital campaigns to grow engagement and visibility.
5. Maintain the organization's website and ensure all materials follow brand and editorial standards.
6. Lead communications planning for events, workshops, and conferences including promotional materials and post event reporting.
7. Support internal updates, knowledge sharing, and documentation across teams.



Clean Technology Hub
Energy Innovation Centre



8. Track communications performance including media coverage, reach, and engagement and prepare reports for leadership.
10. Supervise communications staff, interns, or consultants and support communication needs across program teams.
11. Support fund raising goals to drive our communications campaigns

Qualifications

Bachelor's degree in Communications, Journalism, Public Relations, Marketing, Media Studies, or a related field. Master's degree is an advantage.

Minimum of 8 years of experience in communications, with at least 5 years preferably in the clean energy, climate, development, or nonprofit sector.

Required Skills and Competencies

- Excellent writing, editing, and verbal communication skills.
- Strong storytelling and multimedia production skills including podcast production, scripting, recording, and editing.
- Proficiency in Adobe Creative Suite, CorelDRAW, Canva, CapCut, and other digital design tools.
- Experience with content management systems such as WordPress or Webflow.
- Strong understanding of social media management and analytics tools including Google Analytics, Hootsuite, or similar platforms.
- Experience with email marketing tools such as Mailchimp or Brevo.
- Ability to design infographics, presentations, and digital storytelling materials.
- Knowledge of media relations, climate and clean energy communication, and African development contexts.
- Strong organizational and project management skills with the ability to manage multiple communication activities.

How to Apply

Interested candidates should fill out the form below to apply

[Apply here](#)