

Digital Communications and Technology Officer, Ghana



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 28, 2025

Published : Sep 23, 2025

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Mid Level

Qualification : Bachelor's degree or equivalent

Job Description

The Digital Communications and Technology Officer will be responsible for creating, engaging online content and using digital communications channels for raising our profile, communicating our work and developing our digital identity. As a Digital Communications and Technology Officer, you will also support our digital transformation and use of digital tools by the Densu Team to improve efficiency and effectiveness across our programs and our work. You will use data and user research/analysis to measure the performance of our content and technology adoption rates to see how we can improve.

Key Responsibilities

1. Manage the organization's official website and social media platforms by keeping them engaging and up to date
2. Create engaging and effective online content that meets user needs and keeps them up-to-date on projects, initiatives and represents the organization's work and brand
3. Design and create the organization's visual identity and assets such as complimentary cards, letterheads, email signatures, reports flyers, books, magazines, posters etc. in alignment with the internal brand guideline
4. Oversee our work and partnerships with communication partners such as filmmakers, photographers, local and international media etc.
5. Review and update the organization's brand and communications guidelines and support teams and partners to appreciate and implement these guidelines
6. Develop annual communication and technology plans to be implemented in alignment with our Strategic Plan
7. Provide user support and troubleshoot technical issues arising from software and hardware
8. Introduce new and appropriate technology that would support effectiveness of operations
9. Support teams with training and the use of new technologies that will enhance organizational effectiveness
10. Other responsibilities as assigned by line manager

Education & Experience

A minimum of a bachelor's degree or equivalent in IT, Communications, Graphic Design or a related field
Experience working with Adobe Creative Suite, Microsoft Dynamics, Microsoft Suite, Canva and others
Ability to create content for a range of audiences for a mix of purposes
An understanding of digital copywriting and publishing
Photography, filmmaking, editing skills will be an advantage
Excellent verbal and written communication skills
Creative energy and a positive approach to work
Working knowledge of social media platforms and reporting tools (LinkedIn, X, Facebook, Instagram, TikTok,, Google Analytics etc.)
Proactive individual with good organizational skills, time management and a keen attention to detail

Must Have

Flexibility approach to work and a can do attitude
Excellent interpersonal and team working skills
Minimum of 5 years' experience working in technology and digital communications
Experience working within the global development field is an advantage
A genuine passion and interest in technology, design, creative and digital communications and social media
How to Apply: Please send your CV and cover letter to info@densu.org by Monday, 13th October, 2025 with the title 'Digital Communications and Technology Officer' in the subject line of your email. Only shortlisted candidates will be contacted. All shortlisted candidates will be contacted by Tuesday, 28th October, 2025
For more information on how to apply visit: <https://shorturl.at/U7OeA>

Educational Requirements

Bachelor's degree or equivalent

Compensation & Other Benefits
