Job Opportunity

Events & Media Analyst

Job Description: Events & Media Analyst

Reports to

Communications & Partnerships Lead

Location

Nairobi, Abuja, Remote in Africa (with travel across Africa as required)

About AMDA

AMDA is the pan-African industry association representing private sector minigrid developers and allied partners, working to make Africa's minigrid market investable, scalable, and central to achieving universal energy access. As the unified and credible voice of the sector, AMDA advances the policy, regulatory, and financial conditions required to support sustainable market growth.

Through authoritative sector intelligence, targeted policy engagement, structured mobilisation of private capital, and high-impact convening across the energy, finance, and productive use ecosystems, AMDA accelerates developers' pathways to scale and positions minigrids as a critical driver of Africa's electrification, economic growth, and broader development objectives.

As of July 2026, AMDA represents 72 member companies with operations spanning 30 countries across all 5 regions of Africa.

Role Purpose

The Events & Media Analyst is responsible for coordinating AMDA's online and in-person events while strengthening the organisation's visibility through proactive media engagement and strategic dissemination of AMDA's publications, research, and thought leadership.

Working closely with the Communications Analyst and Communications & Partnerships Lead, the role ensures that AMDA's convenings are professionally delivered, strategically positioned, and amplified through strong relationships with journalists, media houses, and industry platforms across Africa.

The successful candidate will combine exceptional organisational skills with strong communications and stakeholder engagement capabilities to ensure AMDA remains highly visible across the distributed renewable energy ecosystem.

Key Responsibilities

1. Events Management and Coordination

Lead the planning and delivery of AMDA's events from concept through execution, ensuring high-quality participant experiences and seamless logistics.

Responsibilities include:

- Coordinate all virtual, hybrid, and in-person events.
- Manage event timelines, workplans, and production schedules.
- Coordinate venue bookings, suppliers, travel, accommodation, and catering.
- Manage event registrations and participant communications.
- Coordinate invitations and RSVP tracking.
- Liaise with speakers, moderators, sponsors, and partners before and during events.
- Prepare event briefing packs, programmes, attendee lists, badges, signage, and participant materials.
- Coordinate audiovisual production, photography, livestreaming, interpretation, and event branding.

- Support on-site event management and troubleshooting.
- Coordinate post-event evaluations, attendance reports, and lessons learned.

2. Media Relations

Strengthen AMDA's media presence by building relationships with journalists and ensuring consistent, strategic coverage of the organisation's work.

Responsibilities include:

- Develop and maintain relationships with regional and international media.
- Build and regularly update AMDA's media database.
- Draft, distribute, and follow up on press releases and media advisories.
- Coordinate interviews with AMDA leadership and subject matter experts.
- Arrange media attendance at AMDA events.
- Identify opportunities for media features and opinion pieces.
- Respond to media enquiries in coordination with the Communications & Partnerships Lead.
- Track media coverage and prepare regular media monitoring reports.
- Support crisis communications where required.

3. Publication Dissemination

Ensure AMDA's reports, research, publications, and thought leadership reach relevant audiences.

Responsibilities include:

- Develop dissemination plans for reports and flagship publications.
- Coordinate distribution to media houses, policymakers, development partners, universities, research institutions, and industry stakeholders.
- Maintain publication mailing lists.
- Track publication uptake and media mentions.
- Support launch events for reports and publications.
- Coordinate follow-up engagement after report releases.

4. External Visibility and Representation

Support AMDA's visibility across regional and international platforms.

Responsibilities include:

- Coordinate AMDA's participation in conferences and external events.
- Manage speaking opportunity logistics.
- Support award submissions and industry recognitions.
- Coordinate exhibition materials and promotional assets.
- Ensure AMDA branding is consistently represented at events.

5. Stakeholder Coordination

Support engagement with members, partners, sponsors, and service providers throughout event planning and media activities.

Responsibilities include:

- Coordinate meetings with partners and speakers.
- Manage event communications before, during, and after events.
- Maintain event and stakeholder databases.
- Coordinate follow-up actions arising from events.
- Work closely with programme teams to ensure technical content is effectively integrated into events.

6. Monitoring, Evaluation and Reporting

Support continuous improvement of AMDA's communications and convenings.

Responsibilities include:

- Track event participation and engagement metrics.
- Collect participant feedback and evaluation data.
- Monitor media reach and publicity generated.
- Contribute communications indicators to AMDA's MEAL framework.
- Prepare quarterly reports on events and media performance.

Qualifications

Education

- Bachelor's degree in Communications, Media Studies, Journalism, Public Relations, Marketing, International Relations, or a related field.

Experience

- Minimum of 3 years' professional experience in event management, communications, media relations, or stakeholder engagement.
- Experience coordinating conferences, workshops, webinars, or large-scale events.
- Experience working with journalists and media organisations.
- Experience engaging with international organisations, development partners, or the energy sector is an advantage.
- Experience managing multiple projects simultaneously under tight deadlines.

Skills and Competencies

- Excellent event planning and project coordination skills.
- Strong interpersonal and stakeholder management skills.
- Excellent written and verbal communication skills.
- Strong media relations and networking abilities.
- Excellent organisational and time management skills.
- Ability to manage multiple priorities simultaneously.
- High attention to detail.
- Strong problem-solving skills.
- Proactive and able to work independently.
- Comfortable working in multicultural and fast-paced environments.

Technical Skills

- Microsoft Office Suite.
- Zoom, Microsoft Teams, and webinar platforms.

- Event registration and CRM platforms.
- Mailchimp or similar email marketing tools.
- Canva, Adobe Suite or presentation design skills are an advantage.
- Familiarity with media monitoring tools is desirable.

Languages

- Fluent in written and spoken English is required.
- Proficiency in French is **a strong advantage**.
- Additional African languages are an asset.

Travel

The role requires occasional travel across Africa to support AMDA events, country missions, member engagements, and strategic convenings.

What Success Looks Like

Success in this role will be measured by the consistent delivery of high-quality events, increased media visibility for AMDA and its members, effective dissemination of AMDA's knowledge products, strong stakeholder relationships, and the ability to elevate AMDA's profile as the leading voice of Africa's minigrid sector.

TO APPLY

- Please send a CV and cover letter to amdacareers@africamda.org with the subject line **Events & Media Analyst.**
- The deadline for submission is **8th November 2026.**