



## FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

**Date** : 31<sup>st</sup> August 2023

**RE:** **JOB ADVERT**

FAWE Uganda is a Non-Governmental organisation dedicated to bridging the gender gap in education at all levels. Established in 1997, FAWE Uganda is part of the network of 35 African FAWE Chapters all working towards improving the lives of girls and women across the continent. Together with our partners, we strive to make a difference in the lives of individuals, families and communities in need. Join our dynamic team and contribute to our noble cause.

We are seeking an experienced and detail oriented Communications Officer to manage the Communications Function of FAWE Uganda. The successful candidate will play a crucial role in spreading our message and cultivating support for our cause.

**Job Title** : Communications Officer  
**Reports to** : Executive Director  
**Supervises** : None  
**Terms** : Fixed Term Contract (One-year Renewable)  
**Location** : Kampala, Head Office

### Responsibilities

1. Develop and implement strategic Communication Plans to effectively promote the organisation's mission, programs and initiatives to the target audience.
2. Create compelling content for various platforms, including press releases, articles, blog posts and social media posts.
3. Coordinate with internal teams to identify and develop stories that illustrate the organisation's impact.
4. Cultivate and maintain relationships with media outlets, influencers and partner organisations.
5. Coordinate the production of Information, Education and Communication (IEC) materials such as brochures, newsletters, magazines, banners, teardrops as well as support the development of annual reports.
6. Monitor and analyse communication analytics to measure the effectiveness of campaigns and make data driven improvements.
7. Stay updated with industry trends, new communication platforms and emerging technologies to ensure the organisation remains innovative and competitive.

### Qualifications and Requirements

- A Bachelor's Degree in Mass Communication, Journalism, Public Relations or related field is essential.

- Training in and knowledge of desktop publishing is essential.
- Computer Literacy (MS Word, Excel, Power Point, Web Based Research, Calendar applications as well as ability to use virtual office applications).

### **Experience**

- At least three (03) years' post qualification experience in a similar position with a reputable organization preferably in a Non-Profit Organisation.
- Demonstrated experience in preparing press briefs and news articles.

### **Requisite Knowledge and Skills**

- Excellent communication skills
- In-depth knowledge of financial management principles, practices and procedures including accounting standards and regulations
- Proven ability to lead and work effectively with others to achieve results with strong people leadership skills and abilities
- Build Relationships – ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- Problem solving skills which support and enable sound decision making
- Ability to multitask, prioritise work and meet deadlines in a high pressure fast-paced environment.
- Strong knowledge of communication practices and techniques
- Personal qualities of integrity, credibility and dedication to the mission of FAWE Uganda
- Demonstrated report writing skills

### **To apply:**

If you are interested in taking up this role and fully meet the requirements above. Please submit your application not later than Friday 8<sup>th</sup> September 2023 by 1:00pm to;

**The Human Resource and Administration Manager  
Forum for African Women Educationalists Uganda Chapter  
Plot 328, Magulu Close, Bukoto  
Kampala**

**OR**

**E-mail;**

[humanresources@faweuganda.org](mailto:humanresources@faweuganda.org)

*Suitably qualified and interested women are encouraged to apply*