



## VACANCY ANNOUNCEMENT

**Job Title:** Communications Officer  
**Location:** Kampala, Uganda  
**Reporting to:** Director of Programmes

### Purpose of the Job

**Forum for Women in Democracy (FOWODE)** is a national women's rights non-governmental organization based in Kampala. FOWODE wishes to add to her team a competent, results oriented, proactive and self-driven individual and is seeking applications to fill the post of Communications Officer.

The Officer will ensure implementation of the FOWODE Communication Strategy and be responsible for the collection, synthesizing, storage, documentation and dissemination of information to FOWODE stakeholders.

### Roles and Responsibilities

- Take lead in the implementation of FOWODE's Communication Strategy.
- Keep abreast of latest tools and trends and advise management on all media, strategic communication and publication strategies
- Establish links with the media and manage the organization's media engagements including generating stories, case studies, news briefings, articles and other relevant materials and ensure quality of content and products.
- Constantly monitor media coverage on issues that are of interest to FOWODE and establish effective networks with relevant organizations on women's leadership, macroeconomic governance and any other issue of interest to the organisation and her partners.
- Take lead in the development of gender sensitive tools for communications and fact sheets, policy briefs, newsletters and other knowledge products.
- Ensure visibility of FOWODE's work and keep our constituencies informed about events and topical issues related to the organization's vision and mission using different mediums.
- Support and supervise the Communications staff and build the capacity of FOWODE staff, members and partners to enhance the effectiveness of the communications function.

### Qualifications

- Bachelor's degree in communications, journalism, public relations, Social Sciences or any related field.

### Skills and Experience

#### *Experience*

- A minimum of 3 years or progressively responsible and relevant experience working in the field of communication/public relations or journalism.
- Experience in collecting, synthesizing, storing, documenting and dissemination of information is a must.
- Experience in branding and working in various media formats, including photo, audio, video, print and web.
- Professional experience managing digital communication and web-based communication platforms including social media, blogs, or websites.
- Experience in report production, print and electronic publishing. Design and publication skills especially interfacing with In Design, Photoshop, and Illustrator will be an added advantage.

### ***Skills***

- Excellent interpersonal and communication skills.
- Excellent writer with evidence of writing for a range of audiences, including policy makers, development partners and the general public
- Strong attention to detail.
- Strong initiative and the ability to think creatively.
- Good at networking and relationship building and sensitive to gender and diversity.
- Ability to work well under pressure, prioritize multiple projects and tasks and meet deadlines
- Ability to work independently and as a member of a team.
- Photography and/or videography skills.

### **To Apply**

Interested candidates should apply via the email below and submit their cover letters, a detailed curriculum vitae, copies of relevant academic documents and any evidence to demonstrate experience required to: [hr@fowode.org](mailto:hr@fowode.org) and copy in [patricia.munabi@fowode.org](mailto:patricia.munabi@fowode.org) OR send a hard copy to:

The Executive Director  
Forum for Women in Democracy (FOWODE)  
P.O. Box 7176  
Kampala

*Applications should be sent not later than 23<sup>rd</sup> July 2021. Please ensure that your attachments do not exceed 5 MB.*

*We appreciate your interest to work with FOWODE. However, we regret that only shortlisted candidates will be contacted.*