



## FORUM FOR WOMEN IN DEMOCRACY

### VACANCY ANNOUNCEMENT

**Job Title:** Senior 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 Senior Communications Officer.

The Senior Communications Officer position is a very critical role for the organisation. The role holder is responsible for the organisation's brand and implementation of FOWODE's Communication Strategy.

#### Duties and Responsibilities

- I. Take lead in the implementation of FOWODE's Communication Strategy.
- II. Oversee the organization's corporate identity and all media engagements.
- III. Advise management on strategic communication and publication strategies.
- IV. Manage the organization's media engagements including generating stories, case studies, news briefings, articles, among others.
- V. Establish effective networks with relevant organizations on women's leadership, macroeconomic governance and any other issues of interest to the organisation.
- VI. Collect, synthesize, store, document and regularly disseminate information.
- VII. Spearhead the organization's branding to ensure quality and consistency.
- VIII. Ensure visibility of FOWODE's work and provide a consistent, high-quality public image of the organization.
- IX. Ensure a vibrant, up-to-date website and social media pages.
- X. Support and supervise the Communications staff and build the capacity of FOWODE stakeholders to enhance the effectiveness of the communications function.

## Skills and Abilities

### 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.
- Expert in advocacy, networking and partnership management.
- Strong attention to detail.
- Strong initiative and the ability to think creatively.
- 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.

## Professional Requirements

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

## 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:copy.in.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 **14<sup>th</sup> July 2023**. 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.***

**Note: All women in their diversity are encouraged to apply.**