

## **JOB ADVERTISEMENT**

### **Communications Officer 70% Kampala – 30% Field Offices**

#### **About HIJRA:**

Humanitarian Initiative Just Relief Aid (HIJRA) is an international humanitarian and development organization that positively contributes towards improving the living standards and conditions of those adversely affected by disasters and conflict. HIJRA with funding from the UNHCR plans to implement a Protection Program for refugees in Kyangwali settlement (Hoima district) and is now looking for qualified and competent persons to fill the position of **Communications Officer**.

#### **Job Summary:**

HIJRA is looking for a creative thinker with social media experience and excellent people skills to join our media team. He/She will be leading on communications as well as responding to comments and queries from the public as well as being responsible for the public relations aspect within an organization. The job holder will be responsible for building and sustaining HIJRA's reputation for quality, reliability and customer satisfaction, write and deliver press releases and handles all communication sent to the public.

#### **Reporting Relationships:**

The post holder will be responsible to the **Country Program Manager**

#### **Duties:**

1. Lead the implementation of HIJRA communications strategy to promote and publicize the knowledge gathered by the program.
2. Draft and produce regular editorial support to the development of articles, blogs, reports, technical briefs, newsletters, and other publications.
3. Write communications pieces (success stories, articles, blog posts, etc.) and create project presentations.
4. Lead in event design, organization, and facilitation.
5. Research and identify opportunities for the project to employ new media formats and dissemination channels (podcasts, blogging, webcasts, etc.).
6. Ensure information on the website is accurate and up to date, and supports the work of the organization

7. Use social media applications creatively, including managing the organization's Facebook, Twitter and blog activity
8. Produce publicity and promotional materials for events and engagement activities and other external publications
9. Attend meetings and events when needed
10. Liaise with HIJRA headquarter over communications and promotional activities
11. Address enquiries, ensuring that an appropriate response is given within the expected timeframe
12. Record the details of enquiries, including follow-up provided
13. Keep up to date with developments in policy and social issues, locally and nationally
14. Adhere to HIJRA Policies and Procedures at all time and carry out all duties with full regard to confidentiality
15. Attend and contribute to staff meetings and others, as required
16. Undertake any other reasonable duties that might be requested from time-to-time

**Competencies, Qualifications, skills and experience:**

- Bachelor's Degree in Public Relations, International Development, Journalism, Communications, Marketing or a related field.
- At least 2 years of relevant experience with 1 years' experience working directly in communications.
- Knowledge of principles, theories and methods of communications, public relations, and journalism.
- Articulate and professional in public speaking situations
- Demonstrated research, writing and editing experience for both print and web.
- Proficiency with website content management and the use of social media required.
- Familiarity with graphic design, printing and publishing processes required.
- Understanding of evolving communications technologies and measurements of communications effectiveness;
- Experience with issue management and public advocacy;
- Initiative to solve problems with energy and a positive attitude;
- Ability to translate and convey sophisticated, sometimes sensitive, information to target audiences;
- Ability to translate complex, strategic content into engaging, easy-to-understand messages that create commitment to the organization and its goals;
- Experience with best communication practices with Social Media and new technologies;
- Experience with multi-media (audio, video, publications, computer based vehicles etc) and understanding of SharePoint, InfoPath, digital signage and other internal communications vehicles as plus;
- Excellent written and verbal communication in English

- Advanced proficiency with Microsoft Windows software including Word, Excel, PowerPoint and Outlook applications
- Ability to think creative and develop new approaches
- Self-motivated with a flexible approach
- Understanding of humanitarian and refugees issues
- Willingness to travel to field operations

## **Application Process**

**Qualified Candidates** are requested to submit a Motivation letter, Curriculum Vitae and including telephone and emails contacts of three references including your current/most recent employer.

Applications should be sent by email to: [vacancies.ug@hijra.or.ke](mailto:vacancies.ug@hijra.or.ke). The subject line should read **Communications Officer**.

Applications must be submitted not later than close of business on **3<sup>rd</sup> March, 2018**. Only successful applicants will be contacted.

For more information regarding the organization please visit our website [www.hijra.or.ke](http://www.hijra.or.ke) HIJRA is an equal opportunity employer

**Please note that interviews will be done on a rolling basis given the urgency of the positions.**