



**Post: Communications Officer**

**Reports to: Program Manager**

**Location:** The position may be located at the Regional Secretariat in Uganda or in the other 4 East African countries.

**Job purpose:**

The Communications officer will strengthen the Communication and M&E function of ICWEA by providing leadership in developing and implementing an ICWEA Communication's strategy for various ICWEA programmes and structures.

**Duties and Responsibilities**

**Communication**

1. Give communication advice regarding the development of relevant messages, use of appropriate media channels and providing strategic solutions to communication challenges.
2. Provide advice and analytically input into programme proposals, and assist with designing and implementing programme activities or concepts regarding communications activities;
3. In liaison with programme staff, coordinate inter and intra-programme communication to facilitate access to information on core programme activities, status, output, achievements and challenges.
4. Facilitate communications with all ICWEA members, regional offices and partners using all appropriate channels (website, newsletters, email, campaigns, social media etc). Including preparing and updating content, review content requests, and coordinating updates.
5. Produce compelling news stories/press releases, internal newsletters, media briefs, training documents, presentation materials and other communications products;
6. Participate in communications planning and briefing, including press conferences and media interviews; Liaise between the organisation and networks and stakeholders;
7. Enhance the public image of ICWEA through strategic communications and developing media relations with local, regional and International media;
8. In liaison with relevant staff members, developing or assisting with the development of technical papers and policy papers, submissions, written reports and briefings on policy, legal or research issues, as applicable;
9. Oversee the production of internal and external IEC materials and publications
10. Oversee and maintain the membership database in liaison with the Programme staff in charge;

11. Oversee the production and publication ICWEA quarterly and annual reports, and in consultation with the management team and program officers, develop the report structure;
12. Strengthen staff skills in communications, social media

### **Qualification and Experience**

- Must have a Bachelor's degree in Communication or ICT and proven experience in public relations, publicity, and media relations;
- A general appreciation of the issues concerning the INGO's sector and networks of women living with HIV with an in-depth knowledge in communications, advocacy or fundraising;
- Substantial experience in an INGO's environment, networks of women living with HIV, with experience in successfully leading the development and implementation of communication strategies for a humanitarian organisation;
- The ideal candidate should possess a very good command of written and spoken English (knowledge of Swahili and or French will be an added advantage);

### **Competencies**

- Demonstrable track record of leading change which has led to significant results for the organisation and their stakeholders;
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching, and strong writing skills;
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures;
- Strong results orientation, with the ability to challenge existing mindsets;
- Ability to present complex information in a succinct and compelling manner;
- Experience of building personal networks, resulting in securing significant new opportunities for the organisation;
- Demonstrable experience in Microsoft Office suite of programmes and design programmes;
- Demonstrable experience in publishing, website and communication product development and design;
- Visionary, with strong initiative and ability to work without supervision;
- Excellent oral, presentation and written communication skills;
- Personal commitment to work as reliable, honest and trustworthy team member;
- Must be able to work comfortably and effectively with people of different national and cultural backgrounds and to establish and maintain constructive working relations in multi-cultural environment.

### **How to apply:**

Submit your letter of interest, CV, copies of your University transcripts and two professional references by 2<sup>nd</sup> February 2015 to [jobs@icwea.org](mailto:jobs@icwea.org)