The Uganda Parliamentary Forum on Social Protection
Job Opportunity
(Short-term)

18 September 2021

About UPFSP
UPFSP is a member-based policy platform on social protection in Parliament with a mandate to ensure that Government works with all public and private sector stakeholders so that the aspirations for social protection are attained to the benefit of the most vulnerable sections of Uganda’s population.

Position: Communications Assistant - Part Time

Job summary
The Communications Assistant will be charged with handling both our internal and external communications. The preferred candidate should be able to support the achievement of our organisation’s core objectives through an effective communication strategy.

Responsibilities
• Establish productive relationships with key stakeholders and develop effective communication strategies.
• Manage internal communications i.e. newsletters, newsbriefs, reports and memos
• Identify target audiences and create strategies to effectively engage them.
• Generate content for the mass media e.g. press releases, op-eds, features and blogs.
• Keep the organization’s website and other social media platforms updated and active.
• Respond to media enquiries and provide a timely and accurate service to media contacts.
• Plan and implement monthly webinars and quarterly public engagements on Social Protection.
• Plan for media engagements (press conferences) as and when deemed necessary.
- Liase with relevant service providers for effective service delivery.

**Knowledge**
- A diploma in communication and media related studies is a must.

- A minimum of 4 years’ demonstrable and progressive experience in media practice, with proven interest in development and social protection issues, at a reputable media house.

- Experience in advocacy in the civil society sector.

- Excellent communication (oral and written) skills.

- Proven learning, creativity and innovation ability. The role requires someone who can seek out, develop and successfully implement new ideas, or adopt tested and proven approaches.

- Proficient command of the English language.

- Experience in editing and content generation with a grasp of audience dynamics.

- A proven knowledge of digital media tools with a vibrant social media presence.

- Working knowledge of Microsoft office applications such as Ms Word, Ms Excel, Ms Power-Point.

- Demonstrable abilities to work under pressure, on tight deadlines and depict high level of professional conduct and integrity.

**CONTRACT DURATION**
The selected candidate is required for a period of **four (4) months**, on a part time basis, effective **1 November 2021**.

**HOW TO APPLY**
Interested persons who possess the listed requirements for the position advertised should apply by sending an email attaching a CV with two referees, a motivation letter and other supporting documents to;
The Coordinator,
Uganda Parliamentary Forum on Social Protection
Email: upfsp1@gmail.com and or pkatabs@gmail.com.
Not later than **Monday 25th October 2021 at 1700hrs**.

N.B: Candidates will be required to produce evidence of work done on social protection.