

ADVERTSIEMENT

RECRUITMENT FOR POSITION OF COMMUNICATIONS ASSISTANT (VOLUNTEER)

1. Application

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a sub-regional not-for-profit intergovernmental organization comprising 14 member countries, namely: Burundi, Cameroon, the Central African Republic, the Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, Republic of the Congo, Rwanda, South Sudan, Sudan, Tanzania and Uganda. The organization brings together researchers from the national agricultural research, extension and education institutions, the private sector, and other strategic partners including Development partners to generate, share and promote Technologies, Innovations and Management Practices (TIMPs) to solve common challenges facing agriculture in the sub-region. ASARECA is strategically positioned to perform higher level facilitative, supportive, coordination and advocacy roles to enhance sustainable agricultural transformation and economic growth in Eastern and Central Africa (ECA).

ASARECA's operations are structured into four thematic areas as per the ten-year ASARECA Strategy and Results Framework (A-SRF: 2019-2028). These include: (i) Transformative Capacity Strengthening and Integration; (ii) Agricultural Transformation Technologies and Innovations; (iii) Enabling Policy Environment, Functional Markets and Transformative Institutions; and (iv) Knowledge and Information Management. Under the thematic thrust covering Knowledge, information and communication management, ASARECA explores ways through which data, information, knowledge, and communication tools relevant for AR4D can increasingly be placed in the public domain to inform agricultural transformation decision-making actions as well as raise the visibility of ASARECA and its partners.

ASARECA therefore, wishes to recruit a Communications Assistant, on volunteer basis, to support the Communications functions to achieve its objectives. The job description of the Volunteer Communications Assistant is detailed below:

2. Job Description

Communications Volunteer Job Description	
Job Title	Communications Assistant (Volunteer)
Supervisor/Reporting	Technical Communication Officer
Department	Knowledge and Information Management
Job Summary	<ul style="list-style-type: none"> ⦿ The Communications Volunteer will work hand-in-hand with, and support the Technical Communications Officer to publicize ASARECA and to ensure that the Secretariat is well known amongst its target audiences.
Regional/National	<ul style="list-style-type: none"> ⦿ This is a national position. Only Ugandan citizens can apply

<p>Key Responsibilities</p>	<p>Overall Function</p> <ul style="list-style-type: none"> ⊙ The position is available as a support role to the communications function. It is aimed at boosting the timeliness and efficiency of corporate communication. <p>Other Functions</p> <ul style="list-style-type: none"> ⊙ Identification of opportunities for content publicity by closely working with programme staff and ASARECA partners, especially the NARIS, to create publicity and visibility for the Association. ⊙ Participate in ASARECA events and partners’ events with a view to pick news/information to contextualize and publish for ASARECA visibility. ⊙ Support improvement of ASARECA social media platforms (especially Twitter, LinkedIn, Facebook, Youtube etc) by suggesting gaps and opportunities ⊙ Propose additional platforms that ASARECA needs to hook up to and ensure ASARECA joins actively. ⊙ Support the implementation of agreed actions towards improvement of the Association’s social media engagements and interactions, besides regularly updating the platforms with new content. ⊙ Undertake periodic monitoring and analytics of the performance of the various ASARECA social media platforms and provide suggestions for improvement. ⊙ Originate and write news articles and relevant briefs for circulation to partners and stakeholders as well as for use in various ASARECA multi-media platform options. ⊙ Support regular updating of ASARECA website with pictures, videos, events and other institutional contents. ⊙ Develop bite-size videos around ASARECA work and within the AR4D discourse in the sub-region. ⊙ Facilitate capacity strengthening of ASARECA staff in social media applications and management. ⊙ Actively engage in the coverage of key corporate functions, thereby generating news, videos, and photos, besides ensuring the capture of live interactive sessions during events, conferences, seminars, etc. ⊙ Support to ASARECA online meetings including setting up meeting links, on boarding translation services, ensuring, managing meeting break-up sessions etc.
<p>Academic Qualifications</p>	<ul style="list-style-type: none"> ⊙ Bachelor’s Degree in Mass communication, media studies, journalism or related communications field.
<p>Experience and other considerations</p>	<ul style="list-style-type: none"> ⊙ Previous experience of at least one year in handling similar tasks ⊙ Must pass reference checks, including criminal and medical report check. ⊙ Willingness and ability to commit to the full duration of the placement/assignment. ⊙ Willingness to live on a basic allowance to be agreed upon ASARECA.

	<ul style="list-style-type: none">⦿ Possess good working knowledge of at least one of the two ASARECA working languages: English and French.⦿ Respect for diversity and a willingness to work in a multicultural environment.
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3. Application

Interested candidates who fulfill the job description are requested to submit applications detailing: (i) Academic qualifications; (ii) experience; and (iii) relevant CVs not later than June 30th, 2021. Application documents must be combined in a single file and sent as one attachment. **Applications sent with more than one attachment will not be considered.**

4. Address

All applications must be addressed to:

**The Executive Director
Attn: Administration and Personnel Officer
ASARECA
Plot 5, Mpigi Road; P.O. Box 765 Entebbe, Uganda
E-mail: hr@asareca.org**