

Communications Assistant Job Description

Job Title	Communications Assistant
Supervisor/Reporting	Technical Communications Officer
Thematic area	Knowledge Management and Communication
Job Summary	<ul style="list-style-type: none"> ⊙ The Communications Assistant will support the Technical Communications Officer to disseminate knowledge and information and publicize ASARECA work among target audiences.
Regional/National	<ul style="list-style-type: none"> ⊙ This is a national position. Only Ugandan citizens can apply
Key Responsibilities	<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>Detailed Functions</p> <ol style="list-style-type: none"> 1) Actively engage in the coverage of key corporate functions, including participation in corporate events with the view to capture knowledge and develop various products for visibility. 2) Originate story ideas, write news articles, features, briefs and other relevant genres for circulation to partners and other stakeholders, as well as for use in ASARECA multimedia platforms. 3) Support improvement of ASARECA social media platforms such as Twitter, You Tube and Linked-In; and suggest areas of improvement and periodically monitor and conduct analytics of the performance of the various platforms. 4) Facilitate capacity strengthening of ASARECA staff in developing knowledge products including briefs, articles and other relevant forms; and in the use of social media to disseminate research outputs. 5) Identify opportunities for content development and publicity by closely working with program staff and ASARECA partners, especially the NARIS, to create publicity and visibility for ASARECA. 6) Take photos, undertake videography, and develop bite-size videos, and photo products on ASARECA work and within the AR4D discourse in the region. 7) Support ASARECA online meetings, conferences, seminars,

	<p>including setting up meeting links, onboarding translation services, managing meeting break-out sessions and capture of live interactions.</p> <p>8) Coordinate media interviews and follow up on news stories published.</p> <p>9) Support initiatives to grow ASAREACA membership including initiating subscription drives; compiling lists of ASARECA stakeholders; regularly harvesting contacts from Programme staff; group emails; meeting forms; and completing them for inclusion into ASARECA mailing lists.</p> <p>10) Scanning the AR4D environment to spot events that ASARECA may contribute to or participate in and compiling the events details for inclusion in ASAREC events pages.</p>
Academic Qualifications	<ul style="list-style-type: none"> ⊙ Bachelor’s Degree in Mass Communication AND Public Relations
Experience and other considerations	<ul style="list-style-type: none"> ⊙ Previous experience of at least one year in handling similar tasks. ⊙ Ability and passion to engage in writing in various forms and for different audiences. ⊙ 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. ⊙ Must be ready to work under hard conditions where operational circumstances dictate from time to time.

1. 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 August 4, 2022. Application documents must be combined in a single file and sent as one attachment. **Applications sent with more than one attachment will not be opened or considered.**

2. 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-mails: hr@asareca.org; secretariat@asareca.org