



EMPLOYMENT OPPORTUNITY

COMMUNICATIONS OFFICER

Program Development & Mobilization Unit

Position Description

ABOUT CEDO:

Established in 1992, CEDO-Uganda is an indigenous child focused advocacy organization; promoting the rights of children to a healthy, secure and value adding child-hood. CEDO Uganda's vocation is to support vulnerable populations affected by poverty, poor health and social insecurity in East Africa, and to accompany them in building a better future. Our interventions seek to cover multiple aspects of development and human rights crises through a multidisciplinary approach which is adapted to each context. CEDO realizes its mission through a set of programs: (1) Education, (2) Social Security, (3) Livelihoods Security and, (4) Health. CEDO employs the rights based approach, integrating climate justice and gender in programming.

ROLE PURPOSE:

The Communications Officer is responsible for documentation and content gathering in various formats including case studies, impact stories, donor reports, high quality photo and video assets; and ensuring social media engagement across our digital platforms for all projects. Oftentimes, you will be required to write case studies, press releases, monitor media coverage, and support media field visits. You will also support the implementation of the advocacy and communications strategy to help CEDO influence decision-makers to uphold the rights of children, as per our mandate. Reporting directly to the Head of Programs (HoP), the role holder works closely with the Head of Operations, Program Managers, Field Officers, and Consultants.

DIMESNION: This role leads on content gathering and creation to support the CEDO brand visibility and campaigns, for entire organization programs. Therefore, it requires strong technical skills in documentation and development of communication products such as case studies, multi-media products, communication packs, key messages, situation update/reports, digital and social media content, briefings, fact sheets and other offline and online communications products for both internal and external stakeholders.

KEY AREAS OF ACCOUNTABILITY:

- Collecting a minimum of two case studies per month that show the impact and success of CEDO's programming. This includes interviewing beneficiaries and writing impact stories.
- Producing high quality photo and video assets and being able to package these for various audiences.
- Support implementation of the social media strategy and content calendar across our digital platforms including updating the Website, LinkedIn, etc.
- Support media engagement through writing press releases, pitching stories to the media, facilitating media visits and monitoring media stories.
- Support event management, logistics of key project events ensuring high level of organization and the visibility of project activities and campaigns.
- Identify, update databases and media lists to ensure high visibility of the organization, and its projects.
- Track media exposure and weekly reporting of social media engagement
- Facilitate effective internal communications.
- Maintain calendars and appointments.
- Prepare presentations and reports.
- Comply with CEDO's policies and practice with respect to child protection, code of conduct, safeguarding, health and safety, equal opportunities and other relevant policies and procedures.

COLLABORATION: Be approachable, a good listener, and easy to talk to. Builds and maintains effective relationships, with other team members, colleagues, and external partners and supporters.

CREATIVITY: Be willing to take disciplined risks. Encourages development of new and innovative solutions.

INTEGRITY: Should be honest. Encourages openness and transparency; demonstrates highest levels of integrity.

CHILD SAFEGUARDING: Committed to the protection of children any form of abuse. The selection process will involve rigorous background checks.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor's degree in Business, Journalism, Mass communication or related field.

- A minimum of 3 years' experience in development communications, experience in humanitarian or NGO context is an added advantage.
- Highly developed interpersonal and communication skills
- Excellent communication, creative writing, and computer skills.
- Strong writing, photography, videography, and content editing skills.
- Good understanding of photography, videography and digital campaigns.
- Knowledge of children's rights key international agreements and conventions
- Fluency in English, both verbal and written, required.
- Demonstrated ability to work independently and under minimal supervision.
- Demonstrates CEDO's core values of accountability, collaboration, integrity, ambition, and creativity.

Desired:

- Knowledge of NGO-related communication and branding.
- Experience working with local media channels and established networks.
- Familiarity with current communication trends and social media platforms.

HOW TO APPLY:

The Successful applicant will be required to start on 15th January, 2025. Therefore, all suitably qualified candidates should send their applications including a cover letter, curriculum vitae, and copies of academic documents to:

Director of Operations

CEDO Uganda

18Km Bombo Road, Kigoogwa –Kiryamuli.

P.O. Box 16829, Kampala Uganda

Email: hr.cedouganda@gmail.com clearly indicating the position applied for in the subject line of the e-mail. not later than Friday 10th January 2025, by 5:00pm. Please provide a reliable 24-hour phone contact. Only short-listed candidates will be contacted for interviews.

CEDO is an equal opportunity employer. Female Candidates are encouraged to apply.