

EMPLOYMENT ADVERTISEMENT

Job Title: Communications Assistant (01)

Department: Communications and Outreach

Supervisor: Stakeholder Coordination Assistant

Job Type: Part Time

Duration: 6 Months

Start Date: 15th November 2020

Country/Location: Kampala, Uganda with some travel to project areas

About Fairventures Worldwide.

Fairventures Worldwide (FVW) is a German based organization engaged in landscape restoration activities. Our Uganda program aims to find and implement solutions for large-scale restoration of deforested areas. FVW works with small scale farmers in Western Uganda to implement its reforestation programs. FVW approach to reforestation is through use of fast-growing indigenous tree species in agroforestry systems. FVW implements its programs through partnerships with local farmer groups and community entities for maximum impact and sustainability of projects.

Fairventures Worldwide is currently implementing projects supported by the German Federal Ministry of Economic Cooperation and Development (BMZ) in areas of forest landscapes restoration and management. The organization is currently seeking to appoint a **Communications Assistant** to manage its communication needs.

Job Summary:

The Project Communications Officer shall provide support and maintain communications with project stakeholders and implementing partners and assist to execute the communications strategy, maintain project documentation.

He/she shall design, coordinate and implement communications plans and activities in order to



reinforce the visibility of the projects and position Fairventures Worldwide as a recognized voice for forest restoration issues in Uganda.

Job Roles and Responsibilities:

The Communications Officer shall;

- i. Develop key promotional messages in consultation with the projects team
- ii. Participate in developing and evaluating feasibility, efficiency and quality of Information Education and Communication (IEC) materials
- iii. Take lead in design and dissemination of communication materials to relevant stakeholders
- iv. Assist in coordinating communication activities and events of the project and partners/stakeholders
- v. Maintain documentation management system and develop communication strategies and plans, to promote the project activities and improve Fairventures Worldwide communication both in Uganda.
- vi. Contribute to sharing and learning about the projects and project activities through efficient use of internal and external communication channels and systems.
- vii. Assist in conducting awareness raising campaigns, events, information dissemination workshops,etc. for target groups
- viii. Disseminate a steady flow of information (social media updates, interest stories, talking points and Q&A, blogs etc) to the HQ Communications Unit for internal and external dissemination

Education and Experience /Preferred Qualifications:

- i. A minimum of a Diploma in Mass Communication or Information Technology (Graphics design option). A degree in these fields is an added advantage.
- ii. At least 3 years of professional work experience in designing and executing communication activities. Experience of working with local NGOs would be an advantage
- iii. Knowledge of and experience with media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.



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- iv. Ability to work in a team and to sometimes tight deadlines in a dynamic and fast-paced work environment
- v. Proficient in use of computer applications related to the tasks and ability to create new ideas, relationships, systems, or products, including creative contributions
- vi. Field visits play a large part in this role; as such, it is expected that the successful candidate shall be willing and able to take part in such activities as and when needed and sometimes with short notice.

Required/Desired Language:

- English, any dialect of Runyakitara (Runyankore/Rukiga/Runyoro /Rutooro) and Luganda

How to apply:

FVW is an equal opportunity employer and both qualified women and men are encouraged to apply for this position.

To apply:

- Email a cover letter and CV **ONLY** to *info.uganda@fairventures.org* by **9th November 2020** not later than 5:00pm EAT.
- In the subject line of the email, indicate – **Application for COMMUNICATIONS ASSISTANT** only.

Please note that only applications that follow the given the instructions shall be considered.