



### **ABOUT US:**

Windle International Uganda (WIU) formerly Windle Trust Uganda is a registered INGO whose primary mission is to equip refugees and others affected by conflict in Africa to meet the challenges of development through providing access to education, training, and employment opportunities by advocacy and direct Programme activity. Windle International Uganda has been a leading provider of access to university education, post-primary education, primary and vocational training for conflict affected Africans since 1996.

Windle International lead partner of UNHCR implementing Education Programmes in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. With funding from UNHCR, Windle Uganda seeks to recruit a suitably qualified Ugandan for the following position:

**POSITION: Communications Officer**

**LOCATION: HEAD OFFICE, KAMPALA**

### **Scope of the work:**

Provide technical support to all communications needs of the organization, ensuring brand presence and visibility of WIU's work, impact and collaborations.

### **Duties and Responsibilities:**

- 🔔 Ensuring communication resources are planned, prioritized and resourced for effective donor
- 🔔 Coordinate, plan and support visits to the National Office (scouting of impact/success stories, high quality photos and video footage)
- 🔔 Compilation of communication materials and best practices that support growth of knowledge and impact of WIU work
- 🔔 Working with Programmes/projects to ensure visibility plans/activities are implemented as agreed
- 🔔 Support the programmes team to compile Reports and briefs
- 🔔 Work with field teams and partners to develop, pre-test and roll out material (such as documentaries, posters, flyers and brochures) for awareness creation and education.
- 🔔 Coordinate the design, development and roll out of the campaign and project materials by working closely with service providers and the procurement team.
- 🔔 Take lead in the dissemination of the publications such as newsletters, research findings, policy statements and reports through utilizing meetings and events.
- 🔔 Support the field teams in integrating documentation and communication to effectively draw lessons and change stories in line with the strategy.



- Coordinate the process of identifying, documentation and dissemination of most significant change stories and promising and best practices using multi-media platform.
- Compile quarterly reports and bi-annual magazines/newsletters highlighting the Programme progress and share them with stakeholders and donors.
- Facilitate information sharing at the National Office and field teams with relevant publications, reports and news features

**Knowledge, Skills and Abilities required:**

- Bachelors degree required with preference in Mass communications, Journalism, Public Relations or related field of study
- At least 3 years' experience in similar role, preferably with non-governmental or International organization
- Excellent communication and public relations skills with strong English language capability (written and oral) and ability to clearly communicate complex ideas and principles
- Skills in personal computing, email and general office productivity software
- Experience with still photography, videography, and story writing style of communication
- Understanding of transformational development and ability to translate technical language into language that is easily understandable by donors
- Experience hosting or working with donors or visitors highly preferred