



JOB ADVERT FOR ASSISTANT COMMUNICATIONS OFFICER

About Africa Institute for Energy Governance (AFIEGO)

Africa Institute for Energy Governance (AFIEGO) is a dynamic public policy and advocacy registered non-governmental organisation (NGO) that is dedicated to influencing energy policies to benefit the poor and vulnerable. Through its vision, AFIEGO's seeks to realise a society that equitably uses energy resources for socio-economic development.

The organisation is based in Kampala, operates field offices in the Albertine region districts of Hoima and Kasese and works in Uganda in addition to the Great Lakes regions to realise its vision.

Job Description for Assistant Communications Officer

General Description

To maximise the efficiency of her operations for the benefit of the poor and vulnerable, AFIEGO is seeking a qualified individual to fill the position of Assistant Communications Officer. With the Senior Communications Officer, the **Assistant Communications Officer** shall be responsible for the organisation's external and internal communications. She will report to the Senior Communications Officer.

Responsibilities

- Prepare and edit all types of communication including press statements, newsletters, information sheets, organisational proposals and proceedings reports and get them ready for circulation to relevant stakeholders.
- Credibly represent the organisation in print, electronic and online local and international media.

<ul style="list-style-type: none"> ▪ With the editorial team, produce the organisation’s monthly newsletter.
<ul style="list-style-type: none"> ▪ Design the organisation’s monthly newsletter.
<ul style="list-style-type: none"> ▪ Run AFIEGO’s social media pages including Facebook, Twitter and YouTube and use them to reach partners and stakeholders to build the organisation’s image.
<ul style="list-style-type: none"> ▪ Ensure the reliability of communications systems like emails and maintain and update the organisation’s website.
<ul style="list-style-type: none"> ▪ Keep an up-to-date email database of AFIEGO’s stakeholders
<ul style="list-style-type: none"> • Perform such other responsibilities and duties that are required by the nature of the office or as may from time to time be directed by management.

Qualifications

- At least a Bachelor’s degree in Communications, Journalism, Public Relations or related field.
- Candidates who majored in advanced writing, photojournalism in addition to design and layout are at an added advantage.

Skills and competencies:

- Excellent writing, editing and verbal skills.
- Excellent photography and videography skills.
- Ability to design newsletters and other communications products.
- Excellent online (social media) management skills.
- Critical thinking skills and ability to exercise good judgement to solve problems quickly and effectively.
- Ability to work under pressure.

Interested candidates should send their applications, CVs and academic documents to afiego@afiego.org not later than February 8, 2018. Only successful applicants will be contacted for interviews.

