



MAKERERE UNIVERSITY

**COLLEGE OF HEALTH SCIENCES
SCHOOL OF PUBLIC HEALTH**

JOB ADVERTISEMENT

Background:

The Makerere University School of Public Health (MakSPH) in collaboration with schools of Public Health in 9 high burden Malaria countries (Uganda, Tanzania, Nigeria, The Democratic Republic of Congo, Niger, Burkina Faso, Togo, Benin and Sierra Leone) received a 3-year grant from the Bill & Melinda Gates Foundation to implement the African Leadership and Management Training for Impact in Malaria Eradication (ALAMIME) Project. This is a leadership and management training program for senior and middle level managers (ALAMIME project). The aim is to equip these managers with skills to spearhead national Malaria elimination efforts. The program is led by Makerere University School of Public Health and University of Kinshasa is a Francophone partner to support implementation in the French speaking countries. We work with Ministries of Health (from which majority of trainees will come) in each of the participating countries as well as partners supporting Malaria control efforts. A suitable candidate is being sought to fill the following position at Makerere University School of Public Health.

Position: **Communications Officer (01)**

Reports to: **Project Lead**

Location: **Kampala**

Job purpose:

The Communications Officer will be responsible for supporting communications initiatives in line with the project's vision and mission. He/ she will prepare and distribute content to promote project activities and act as a liaison between the project, the public, and the media to ensure that the project brand remains top of mind. He/she should be able to think creatively, have excellent writing, communication and interpersonal skills.

Responsibilities:

The position holder shall be responsible for;

- Communication strategy development: S/he will work with the project staff to review and revise the project's communications strategy, strategic and annual operational plans
- Publications development: Produce a wide range of publications including monthly, quarterly and annual reports, develop and and/or update current communication materials
- Alumni focal person: coordinate all the alumni activities for ALAMIME

- Events planning and production: Organize meetings with high level international, national and other stakeholders, liaise with project staff in organizing dissemination activities, ensure appropriate documentation of events, and liaise with the MakSPH Communications office to ensure wide sharing of products and information
- Media engagement: Plan, organize and direct an effective public information program
- Online publishing: Be responsible for developing and/or updating content for online platforms, oversee the production and timely posting of blogs and engage with relevant knowledge hub websites and online communities to promote the project work
- Monitoring and evaluation of communication activities
- Carry out any other duties related to this role as may be required from time to time

Qualifications and desirable qualities:

- Bachelor's degree in Mass Communication or its equivalent
- A postgraduate qualification in Mass Communication or Social Sciences or Health Promotion
- Previous experience with media will be an added advantage
- Minimum of three (03) years relevant working experience as a communications officer or related position
- Good verbal and written French language skills is an added advantage
- Excellent interpersonal and communication skills, written and verbal
- Ability to produce concise, informative and appropriate written documentation
- Monitor media coverage of the project and advise on responses where needed
- Effectively communicate on social media to keep the project's visibility high
- Ability to write annual reports for the project

How to apply:

Interested persons should email their applications with current CV, along with an application letter, copies of educational transcripts and any other certificates **AS ONE PDF FILE** to recruitment@musph.ac.ug indicating **COMMUNICATIONS OFFICER** in the email reference.

The applications should be addressed to: The Dean, Makerere University School of Public Health. Deadline for submission is 4th October, 2024 at 5:00pm.

Please provide a reliable day time phone contact. Only short-listed candidates will be contacted for interviews. Canvassing is not allowed.