

## **Communication Assistant**

The Communication assistant will work alongside the Documentation and Communication officer to manage the SEATINI-Uganda external and internal communications. The Communications assistant will ensure active, consistent and meaningful communication on a day-to-day basis with SEATINI-Uganda stakeholders through online social media and print communications. With guidance and support from head of programs, he/she will ensure that SEATINI-Uganda constituents are informed, and to strengthen stakeholders' capacity to influence trade, fiscal, and related policies and processes through information generation and dissemination, capacity building and advocacy, alliance building and networking among SEATINI-Ug staff and partner members

### **Key Duties and Responsibilities:**

- Managing SEATINI-Uganda social media platforms, including Facebook, Twitter, YouTube and sound cloud accounts
- Supporting SEATINI-Uganda basic media relations, including writing press releases and statements, maintaining media database
- Offering technical support to Media Relations consultants contracted for special engagements
- Measuring and evaluating SEATINI-Uganda online print communications and media relations
- Editing communication materials written by SEATINI-Uganda staff and ensuring all communications adhere to the organization's standards
- Develop effective corporate communication strategies and Manage internal communications (memos, newsletters etc.)
- Build relationships with advocates and key persons and Liaise with media houses in handling requests for interviews, statements etc.
- Assist in communication of strategies or messages from senior leadership
- Ensure timely and appropriate dissemination of information collected and developed for uploading onto the website
- Disseminate information to stakeholders and keep record of this dissemination
- Collect and develop information for uploading on the website
- Liaise with other information centers for information sharing and development in line with strategic objectives.
- Catalogue /organize all information materials acquired by SEATINI-Uganda
- Keep staff informed on the information resources acquired
- Collect, compile and update information needs of the organization
- Identify relevant information bodies to work with.

### **Qualifications, Skills and Experience:**

- The ideal candidate should preferably hold a Bachelor's degree in public relations, communications or related field
- Extremely detail oriented and comfortable developing and/or working with project plans/timelines
- Highly flexible and able to work effectively under pressure and deadlines

- Previous exposure and experience in a communication working environment is an added advantage
- Previous experience in copywriting and editing
- Computer literacy i.e. proficiency in MS Office; photo and video capturing
- Excellent communication (oral and written) and presentation skills
- Outstanding organizational and planning abilities
- Excellent command of English

### **HOW TO APPLY**

All suitably qualified and interested applicants should address their applications and resumes/CVs including three (3) referees to; The Country Director, Southern and Eastern Africa Trade Information and Negotiations Institute (SEATINI-Uganda), deliver them to SEATINI-Uganda Offices on Plot 806, Block 213 Bukoto-Kisaasi Road, P.O Box 3138, Kampala, Uganda.

Please indicate the job title that you are interested in. You can also send your application on email; [jobs@seatiniuganda.org](mailto:jobs@seatiniuganda.org), Deadline: 10<sup>th</sup> August 2018, 17:00hrs

**Note: Only shortlisted candidates will be contacted**

*SEATINI-Uganda is an equal opportunity Employer*