



VACANCY: Programmes and Communications Officer

Job Title:	Programme and Communications Officer
Location:	Kampala, Uganda
Reporting to:	Executive Director
Contract duration	12 months (with 3 month probation) - extension subject to funding
Terms and Conditions	Basic salary commensurate with experience plus benefits including health insurance. Full time position – pending confirmation of funding. 22 days leave a year in addition to statutory holidays
<p>Background to IRRI The International Refugee Rights Initiative (IRRI) – www.refugee-rights.org - was founded in 2004 to inform and improve responses to the cycles of violence and displacement that are at the heart of large-scale human rights violations. Headquartered in Uganda, we are registered as a non-governmental, non-profit organisation in the US, the UK and Uganda.</p> <p>Over the last 14 years, we have developed a holistic approach to the protection of human rights before, during, and in the aftermath of displacement, by focusing on:</p> <ul style="list-style-type: none"> • identifying the violations that cause displacement and exile, • protecting the rights of those who are displaced, and • ensuring the solutions to their displacement are durable, rights respecting, safe and timely <p>We aim to ensure the voices of the displaced are both heard and heeded at the international level through our evidence based advocacy that is built on robust field based data collection and analysis.</p>	
<p>Job Outline: The programme and communication officer will be responsible for:</p> <ul style="list-style-type: none"> - Supporting all of IRRI’s programmes. Reporting to the Executive Director and working with programme managers s/he will contribute to research, advocacy and other programme work. - Supporting IRRI’s communication work, including by creating content and updating IRRI’s website, social media platforms and newsletters, by supporting the publication of IRRI research and organising events related to IRRI’s work. 	
<p>Key areas of responsibility:</p> <p>Programme support</p> <ol style="list-style-type: none"> 1. To ensure overall effective coordination and implementation of a new 9 month IRRI project in Uganda including managing the project’s finances by monitoring monthly spend against 	

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budget, and ensuring that all financial records are prepared in accordance with IRRI's financial procedures. Working in close liaison with implementing partners and other stakeholders to coordinate coherent and consistent delivery of the project objectives. Supporting timely and accurate reporting to funders and IRRI management on the project.

2. Produce high quality publications, including by preparing, drafting, editing, formatting and distributing materials as relevant.
3. Support programmatic staff in delivery of IRRI's programmes including contributing to programmes designs and strategies.
4. Support the programme team in fundraising activities, including identifying new funding opportunities and participating in proposal writing and budgeting for new projects on behalf of IRRI.
5. Provide administrative support, as necessary.
6. Support advocacy and awareness-raising activities with support of IRRI colleagues
7. Collaborate with IRRI's programme managers to support IRRI's overall programme work and to identify areas for cooperation and joint action.

Communication

8. Compile and distribute monthly updates for key internal stakeholders on programme activities.
9. Review and copy-edit research and other publications as required and support dissemination.
10. Lead the revision of the IRRI's Communication Strategy.
11. Establish and maintain a database of relevant stakeholders for IRRI's work.
12. Ensure development of high quality materials in support of programme implementation.
13. Update IRRI's website, Facebook, Twitter and other online dissemination platforms.
14. Assist in identifying and actively seeking media opportunities, preparing and effectively disseminating targeted messages.
15. Maintain and compile all IRRI's media coverage.
16. Undertake a daily media review, create an e-digest of IRRI issues.
17. Support with event organisation where necessary.

Other

18. Manage IRRI's interns including delegating some of the work above as appropriate or as directed by the Executive Director.
19. The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Person Specification

Mandatory

- A master's degree (or equivalent experience) in communication, human rights, international relations, social science, or a related field is required.
- Minimum of 2 years of professional experience in programme management, communications and/or research, with an NGO or international organisation.
- Demonstrated understanding of project management, including setting and managing budgets, ensuring timely delivery of high quality project work and the ability to produce timely and accurate reports.
- Proven experience in research and analytical skills.
- Excellent attention to detail.
- Interest in refugee issues and wider topic related to human rights and conflict prevention, and commitment towards promoting right-respecting solutions.
- Proactive and motivated with the ability to work with minimum supervision and to work under pressure and on own initiative.
- Excellent written and oral English language skills.

- Willingness to travel regularly to the field and work outside of office hours as necessary.
- Knowledge of and demonstrated experience in website and social media management.
- Excellent interpersonal and communications skills and a good team player.

Desirable

- Knowledge of an additional regional language.
- Experience working with software such as WordPress, InDesign, Photoshop, etc.

We encourage all qualified and interested applicants to submit:

- an up-to-date CV and covering letter (both a maximum of 2 pages) with current salary and salary expectations
- a writing sample and
- three professional references.

Any applications without all four submissions included will not be considered.

Submit via email with the subject "P&C officer application" to recruitment@refugee-rights.org

IRRI provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Application deadline: 6pm FRIDAY 3 AUGUST, 2018

Only candidates who have been selected for an interview will be contacted.