

## **JOB VACANCIES**

**Associazione Centro Aiuti Volontari (ACAV)** is an international non-profit organisation whose mission is to promote international solidarity for equitable and compatible development in the world so to reach balance between poor and rich social realities. Its cooperation projects for development are based on the values of sustainability, transparency, respect, accountability and reciprocity. ACAV operates according to the principles of equality, non-discrimination and impartiality by adopting the same approach towards all individuals and institutions with whom it interacts.

ACAV operates in close cooperation with local governments and development partners to support high impact, sustainable and replicable development initiatives that transform lives and communities in the hardest to reach rural areas of the developing countries. By adopting a holistic approach which links development and humanitarian response, ACAV intervenes in different sectors, including livelihood and agriculture, water and sanitation, vocational and skills development, environmental protection and conservation, and cross-border cooperation.

ACAV has been awarded a 3-year grant by European Union to finance the implementation of the action titled “**Technical Assistance to Koboko Municipality to implement CRRF: Inclusive Urban Development and Mobility in Koboko, Uganda**”. ACAV now invites applications from suitably qualified and competent candidates to fill the following vacant position:

<b>Position title</b>	<b>SENIOR COMMUNICATION AND VISIBILITY OFFICER (1 POST)</b>
<b>Duty station</b>	Koboko, Uganda
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>▪ Responsible for the proper and timely implementation of ACAV’s Communication and Visibility Plan (CVP) for the EUTF project</li> <li>▪ Ensure the development of the CVP of Koboko Municipality in compliance with EU Communication and Visibility guidelines.</li> <li>▪ Ensure that Koboko Municipality implements its CVP in compliance with EU Communication and Visibility guidelines</li> </ul>
<b>Salary level</b>	Senior staff. Salary and conditions will be in accordance with ACAV’s Terms of Employment for national staff.
<b>Reporting to</b>	Project Manager
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Responsible for the proper and timely implementation of the planned CVP activities at local and national level.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure efficient and effective management of the communication budget, by also reporting on expenditures in due time and form.</li> <li>▪ Coordinate with ACAV Communication Manager at HQ to guarantee enhanced visibility of the EU-funded Action at local, national and international level.</li> <li>▪ Provide technical assistance to Koboko Municipality to ensure that the latter develops and implements its own Communication and Visibility Plan in a proper and timely manner and in full compliance with EU regulations.</li> <li>▪ Support the organisation of the visits of EU representatives and government officials.</li> <li>▪ Provide communication support to the organisation of meetings, trainings, workshops and other project events.</li> <li>▪ Support external service providers who are contracted to implement defined communication activities.</li> <li>▪ Support the preparation of tenders being responsible for publicity materials.</li> <li>▪ Disseminate information material about project scope and activities to local authorities and other actors.</li> <li>▪ Support the conceptualisation and design of infographics, flash presentations and other information outputs about project scope, activities and progress.</li> <li>▪ Monitor the media coverage of the project and inform ACAV management about any news which may affect the project activities.</li> <li>▪ Maintain the media contact database, while building new relationships with media houses within the Municipality, sub region and country.</li> <li>▪ Perform any other duty deemed necessary to the project and as directed by the Project Manager and Project Director.</li> </ul>
<p><b>Education and professional experience</b></p>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree in Mass Communication, Journalism or related field.</li> <li>▪ Master’s Degree is an added value.</li> <li>▪ Minimum of five (5) years of professional experience with increasing responsibilities in a local, national or international NGO or other institution in fields related to public relations, communication or journalism.</li> <li>▪ Demonstrated experience of copy writing, sub-editing and communications material development.</li> <li>▪ Demonstrated experience of working with senior managers to develop content for presentations to high-level stakeholders.</li> <li>▪ Excellent oral and written English skills.</li> </ul>

<b>Professional requirements</b>	<ul style="list-style-type: none"> <li>▪ Strong computer literacy with a full knowledge of MS Office, including Word, Excel and PowerPoint. Competency in using basic image and video editing software.</li> <li>▪ Strong photography and video-making skills.</li> <li>▪ Strong written and oral communications skills, with an ability to create high quality and persuasive content.</li> <li>▪ Proven capacity to translate complex information into user-friendly visual material for a range of audiences.</li> <li>▪ Readiness to commit and adhere to the values, policies and procedures of ACAV.</li> </ul>
<b>Personal requirements</b>	<ul style="list-style-type: none"> <li>▪ Maintain high ethical standards and demonstrate clear understanding of data protection and confidentiality.</li> <li>▪ Strong problem-solving approach with the ability to anticipate problems and proactively suggest solutions.</li> <li>▪ Excellent time management skills with the ability to manage multiple priorities and meet the deadlines.</li> <li>▪ Demonstrated capacity to work under pressure, while being reactive to unexpected demands or changes.</li> <li>▪ Strong interpersonal and communication skills.</li> </ul>
<b>Desirable criteria</b>	<ul style="list-style-type: none"> <li>▪ Previous experience of working in support of local governments to improve service delivery, accountability and capacity building.</li> <li>▪ Good knowledge of EU requirements and guidelines for visibility and communication.</li> <li>▪ Previous work experience in the project area or West Nile, Uganda is an added value.</li> <li>▪ Fluency in one or more of the local languages spoken in Koboko and West Nile, Uganda is an asset.</li> <li>▪ Readiness to start working as soon as possible once selected.</li> </ul>
<b>Job duration</b>	<p>Eleven months (11) contract with the possibility of renewal depending on performance and continued donor funding. Initial probation period of three (3) months.</p>