POSITION TITLE: TEMPORARY COMMUNICATIONS ASSISTANT

Location: Uganda Country office, Kampala

Reporting to: Regional Communications Officer

Expected start date: May 2023

Type of contract: 6-month contract

BACKGROUND
Wetlands International is the only global not-for-profit organisation dedicated to the conservation and restoration of wetlands for people and nature. Wetlands International Kenya was registered in 2011 and oversees the Eastern Africa operations in Kenya, Tanzania, Uganda, Ethiopia and South Sudan. It is one of 19 offices around the world; our head office is based in the Netherlands.

Wetlands International is dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. See our website https://africa.wetlands.org/en/ for more information on the values, strategies and policies that guide our work.

In order to strengthen our Communications Department, the Wetlands International Uganda office is seeking an enthusiastic and competent Temporary Communications Assistant/Intern with a strong bias on content creation and development.

As the Temporary Communications Assistant, you will mainly provide assistance to our Communications Department in the development of content from ideation, formulation, production and dissemination of outputs with the aim of raising our profile and visibility of our work in Uganda.

With the direct supervision and guidance of the Regional Communications Officer, the Temporary Communications Assistant will assist in various activities as outlined below.

Coordinates with:

INSIDE Wetlands International:
Regional Communications Officer, Programmes Coordinator/Uganda team;

OUTSIDE Wetlands International:
Partner organisations and vendors such as printers (under the guidance of the Regional Communications Officer)
Key Responsibilities

- Research on communications opportunities (online and traditional) to engage target audiences directly and indirectly;
- Support in content development on the project from ideation to dissemination – news articles, press releases, blogs, photographs, videos & reels, PSAs, IEC materials – as need arises;
- Provide communications support at the project site(s) on the awareness and outreach campaigns;
- Contribute to social media engagement to generate traffic to online platforms and for brand awareness campaigns;
- Help in development of communications assets – baseline documentation, images, video, IEC materials – of the project;
- Support in ensuring all key branding guidelines are applied consistently across all communications outputs;
- Provide accurate reports and analysis on the project and potential content development avenues to RCO for effective planning and implementation;
- Support the RCO on other communications outputs as required.

Required Qualifications

- Bachelors of Arts (Communications or Journalism) or a Diploma in communications-related course(s) with minimum one year experience;
- Creative skills to contribute new and innovative ideals
- Story development and storytelling skills;
- Photography skills;
- Basic videography skills;
- Digital media skills (Twitter, Facebook, YouTube, Instagram, etc)
- Willingness and flexibility to travel to rural Uganda as need arises

Required Experience

- Knowledge of and experience in quality content creation are desired advantages
- Knowledge in computer applications (MS suite) is required
- Knowledge on sound and integration with raw video format
- Photo and video editing suite and graphics design will be an added advantage

Competencies

- Strong content development skills including creativity;
- Good communication skills including interviewing skills;
- Attention to detail and accuracy in data and information collection;
- Digital publishing and generating traffic to online platforms;
- Ability to provide deliverables in a clear, concise and logical manner;
- Ability to deliver quality work;
- Strong interpersonal skills;
- Results-oriented and with ability to work independently and in a team

METHOD OF APPLICATION & DEADLINE

Applications should consist of a maximum 2-page CV and 1-page cover letter and be emailed to hreastafrica@wetlands-eafrica.org with the following subject line: Internship – Communications by 18th April 2023. Only shortlisted applicants will be contacted for interviews.