



UGANDA EPISCOPAL CONFERENCE
UGANDA CATHOLIC SECRETARIAT
UGANDA CATHOLIC MEDICAL BUREAU



JOB DETAILS:

The Registered Trustees of the Uganda Episcopal Conference (UEC), through its Health Department- Uganda Catholic Medical Bureau (UCMB, is seeking a committed and experienced **Communications Assistant** to support visibility, storytelling and knowledge management for the “*Empowering Women, Transforming Communities*” project, highlighting GBV prevention, women’s livelihoods and inclusion work in refugee and host communities.

JOB DESCRIPTION:

Position: Communications Assistant

Nature of Engagement: Full-time (100% LOE)

Terms: Annual contracts – renewable upon satisfactory performance and funding availability

Period: 4 years (November 2025 – October 2029)

Direct Supervisor: Field Project Coordinator

Overall Supervisor: Project Coordinator

JOB PURPOSE

The Communications Assistant will support the project’s visibility, documentation and knowledge management by producing high-quality communication products and maintaining accurate records of project activities, success stories and lessons learned, in line with UCMB and DAHW/BMZ communication and branding requirements. The Officer will work closely with the Project implementing team, community activists, schools, local government structures and civil society partners to strengthen capacities, systems and coordination of knowledge management in line with national policies, Catholic health values and international standards.

JOB LOCATION

Uganda Catholic Secretariat - Uganda Catholic Medical Bureau.
West Nile Region, Arua Office.

KEY ROLES AND RESPONSIBILITIES

1. Communications and Visibility

- Support development, translation, editing and design of information, education and communication (IEC) materials on GBV, women’s rights, inclusion, green energy and livelihoods for use in communities, health facilities and schools.

- Work with radio stations and project staff to prepare talking points, briefs and panel notes for radio talk shows and spot messages, ensuring clear, survivor-sensitive messaging.
- Assist in planning and implementing visibility actions during key international days (e.g. International Women’s Day, 16 Days of Activism, International Day for Persons with Disabilities).
- Ensure appropriate and consistent use of project logos, donor acknowledgements and branding across all communication materials and events.

2. Documentation and Knowledge Management

- Collect and compile field-level information, photographs and testimonials on project activities (community dialogues, trainings, VSLA meetings, stove production, CSA demo plots, etc.) and package them into human-interest stories, briefs and newsletters.
- Assist in documenting project processes and innovations (e.g. use of MP3 players, bicycles, disability-friendly approaches, GIS mapping) for internal learning and external sharing.
- Maintain a well-organised digital and hard-copy archive of communication materials, photos, consent forms, reports, radio scripts and media coverage.
- Support preparation of content for UCMB and DAHW/partner websites, newsletters and social media channels, in line with approved communication plans.

3. Support to Monitoring, Evaluation and Reporting

- Work closely with the M&E team to ensure that communication products are aligned with project indicators and highlight progress towards outputs, outcomes and impact.
- Assist in formatting and editing periodic project reports (monthly, quarterly, annual) and ensuring inclusion of relevant case studies, photos and infographics.
- Support dissemination of survey findings (e.g. KAP survey, feasibility study highlights, GIS maps) in user-friendly formats for district and community stakeholders.

4. Media and Stakeholder Engagement

- Maintain a simple database of media houses, journalists and key communication focal persons in partner organisations and districts; support invitations and follow-up for media-related events.
- Draft short press notes and event summaries for review and dissemination by the Communications & Advocacy Officer or Project Manager.
- Support documentation of coordination meetings, workshops and review sessions through high-quality minutes, photo logs and highlight summaries.

5. Safeguarding, Ethics and Data Protection

- Ensure that all communication activities strictly respect confidentiality, dignity and safety of GBV survivors and vulnerable groups, and that informed consent is obtained for any photo, audio or video recording.
- Apply UCMB and donor guidelines on ethical storytelling, survivor-centred communication and responsible use of images, especially relating to children, women and persons with disabilities.

REQUIRED JOB-SPECIFIC COMPETENCIES

- Development communication skills: Ability to translate complex project work (GBV, livelihoods, inclusion, resilience) into clear, accessible messages tailored to community, district and donor audiences.
- Strong writing and editing: Proven capacity to write concise, engaging human-interest stories, case studies, briefs and social-media copy, and to edit reports for clarity, flow and consistency.
- Storytelling and ethical documentation: Skill in identifying compelling stories, interviewing diverse stakeholders and documenting change while respecting confidentiality, dignity and informed consent.
- Photography and basic multimedia: Ability to capture useful photos and short video/audio clips in the field and organize them with proper labelling, captions and consent records.
- Design and layout basics: Familiarity with simple layout/design tools (e.g. Word, PowerPoint, Canva or similar) to produce flyers, briefs, posters and simple infographics that meet branding standards.
- Branding and visibility compliance: Understanding of donor and UCMB branding requirements and ability to consistently apply correct logos, colors, attribution statements and disclaimers.
- Radio and media support: Ability to support preparation of radio scripts, talking points and key messages, and to liaise with radio stations or journalists during key events or campaigns.
- Content organization and archiving: Strong skills in maintaining an organized digital and physical archive of photos, stories, scripts, media coverage and communication products.
- Data-informed communication: Capacity to work with the M&E team to ensure communication products accurately reflect results, indicators and evidence from surveys and routine data.
- Attention to detail and quality control: Careful review of all communication products for accuracy, spelling, tone, confidentiality and consistency before dissemination.
- Interpersonal and cross-cultural communication: Ability to interact respectfully and sensitively with survivors, community members, religious and cultural leaders, local authorities and media actors.
- Integrity, confidentiality and safeguarding: Strong commitment to ethical storytelling, protection of GBV survivors and vulnerable groups, and adherence to UCMB safeguarding and data-protection standards.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's degree in Communications, Journalism, Mass Media, Development Studies or related field.
- At least 2–3 years' experience in development or humanitarian communications, documentation or media work, preferably on GBV, gender, health or livelihoods.
- Demonstrated skills in writing human-interest stories, case studies and short reports in clear, compelling English.
- Basic photography and/or videography skills; ability to capture and organize quality audio-visual content from the field.
- Proficiency in MS Office; experience with simple design/layout tools (e.g. Canva, Publisher or similar) is an added advantage.
- Experience working with radio, community media or social media campaigns is desirable.
- Good interpersonal skills and ability to work with multidisciplinary teams, community members, district officials and media actors.
- High level of integrity, confidentiality, respect for diversity and commitment to UCMB's mission and values.

How to Apply

Interested and qualified candidates should submit:

- A detailed curriculum vitae
- A cover letter explaining suitability for the position
- Contacts of three professional referees

Interested candidates should;

Hand-deliver applications to
The Secretary General
Uganda Episcopal Conference
Uganda Catholic Secretariat
Plot 672, Hanlon Road,
NSAMBYA – Kampala, Uganda.

OR

Send the application to: admin@ucmb.co.ug with the subject line: "*GBV and Psychosocial Support Officer*" by **31st January 2026**

Only shortlisted candidates will be contacted.