



Terms of Reference for Communication Officer Position at Research and Education Network for Uganda (RENU)

Background

Research and Education network for Uganda (**RENU**) seeks a communication officer to join its team of dedicated professionals, on a fixed term contract basis. The RENU Communication Officer will be responsible for nurturing a dynamic communication function to ensure effective communication to diverse target audiences, including member institutions, partner organisations (both local and international), a broad-range of stakeholders (including government agencies, statutory agencies, external beneficiary communities etc.), communities of practice (CoP) and diverse end-user groups including researchers, academics, executive leaders of member institutions and students. By communicating effectively with these diverse target audiences, the communications officer will help to build a positive profile for RENU and enhance membership loyalty. The communications officer is required to provide pro-active support to the CEO by augmenting him/her to ensure communications effectiveness of the CEO. The communications function provides horizontal support to the CEO.

Job Description

- The primary role of the communications assistant is to assist RENU to enhance attainment of its strategic objectives by developing and implementing an effective communication strategy.
- The Communications officer (CO) will also be responsible to develop and nurture appropriate and effective media relationships to facilitate outreach to stakeholders, partners and the general public.
- The person will be expected to take lead for the development an effective communication strategy for national, regional and international audiences which is also “SMART” so that performance can be easily tracked.
- The CO will coordinate the development of all content for internal and external communication using diverse communication channels such as website, web 2.0 tools, social media and print media (whenever needed). S/he may decide from time to time to engage out-sourced specialists to help RENU attain specific communication objectives.
- The person will also support the CEO to ensure that RENU attains effective public relations practice in line with REN best practice.
- The CO will also be responsible to spearhead professional recording and appropriate dissemination of RENU conference proceedings, minutes for RENU governance meetings (RENU Board and AGM).
- The CO is responsible to ensure that the RENU communications function operates in a way that is compliant with RENU policies and operational guidelines.
- The CO is responsible for coordinating RENU client care performance including supervision of the front desk, developing end-user surveys and analyzing collected information to keep the CEO and the rest of senior management team (SMT) abreast with member concerns that may require attention.

Duties and Responsibilities:

In addition to what has been specified in the job description above, the RENU communication officer (CO) will also be responsible for tasks like drafting press releases and responding to media inquiries about the NREN. Other responsibilities of the RENU CO will include arranging needed speaking engagements for the its leadership and maintaining contacts within the media. The CO will also be responsible for developing and packaging suitable awareness-creation content and coordinating promotional events, maintaining relations with specific communication actors such as the press, government, consumers or interest groups involved in the ICT industry. The CO may be called upon to coordinate with RENU SMT a suitable public relations strategy. Should a public relations crisis arise, the CO may be required to coordinate RENU's responses.

During conferences and major meetings, the CO will be responsible to ensure effective rapporteur service, minutes recording and their timely production and dissemination.

Person Specification:

This role requires a creative and self-propelling person who is passionate about making a difference to the impact and visibility of Uganda's national research and education networking (NREN). The person will be a team player who is able to work with minimum supervision and able to go beyond the call of duty from time to time when the situation requires.

- The right candidate will possess demonstrable broad command of activities involved in a typical organisation's day to day communication functions.
- The person will have at least a bachelors' degree in mass communication or other related disciplines from a reputable university, though a masters' degree in a relevant field will be a strong advantage.
- The role requires demonstration of very strong IT competence, strong writing for publication competence, very good oral and written communication ability combined with extensive experience in and understanding of the research and higher education sector in Uganda.
- The right person will have a minimum of 3 years' experience in a similar role in the research or higher education sector and combine this with a mature personality, able to drive the development of RENU's communication strategy and client care in line with its core values.

Remuneration:

A competitive remuneration package (comprising a competitive basic salary plus other benefits) will be agreed with the successful candidate.

Application Instructions:

Please Send Application to: jobs@renu.ac.ug

The application should be via email only and be accompanied by an up-to-date CV, copies of academic documents and 2 contactable references (with phone and email contacts). The cover letter should be addressed to:

The Chief Executive Officer,

Research and Education Network for Uganda (RENU).

Closing date: Tuesday 11th December, 2018 at 5pm Uganda time.