

Job Description - Program Manager, Advocacy and Communications

Background: Raising Voices is a non-profit organization based in Kampala, Uganda, working to prevent violence against women and children (www.raisingvoices.org), through three main program areas: Practice, Learning, and Influencing. We are seeking a passionate individual with experience, vision, and drive, to lead our influencing area of work within the Violence Against Children (VAC) Department at Raising Voices.

Purpose: The Program Manager will lead and manage VAC media, communications, and advocacy activities and partnerships. This includes the conceptualization, implementation, and monitoring of the VAC influencing strategy as well as managing relationships with key stakeholders in government and civil society within Uganda. The Program Manager reports to the VAC Coordinator and supervises one Program Officer. This is a full-time position based in Kampala, Uganda.

Role Description

Advocacy:

- Play a leadership role in developing, implementing, and monitoring the national-level influencing strategy for the VAC Department.
- Provide leadership on the conceptualization, design, and delivery of VAC prevention advocacy activities.
- Identify key players in the VAC and education sector such as line ministry officials, donors, relevant institutions, NGOs and other networks at national level, and actively build and maintain productive relationships with them.
- Keep track of legislation, enactments and policy guidelines relevant to children and education and advise the VAC Coordinator and Co-Director regularly to identify opportunities and barriers for Raising Voices' VAC Strategy. Develop and maintain a library of national documents on policy issues relating to children and education in Uganda.
- Ensure Raising Voices' participation in relevant national and local stakeholder meetings.
- Represent Raising Voices with government stakeholders, media, program partners and other stakeholders.
- Prepare accessible and succinct policy and advocacy statements, briefs, and reports

Communications:

- Provide leadership on the conceptualization, design, and delivery of communication campaigns and other communications activities. This includes supervision of the Program Officer working on media and communications to deliver results.
- Play a leadership role in developing, implementing, monitoring, tracking and updating the VAC communications strategy.
- Build relationships with key media partners and personnel and manage media engagements. Ensure professional and accurate media representation of Raising Voices.
- Oversee development of communication products for multiple types of media, including traditional and social media.

Others:

- Support development of appropriate monitoring, evaluation and knowledge management systems relating to advocacy and communications.
- Actively participate in all Raising Voices' organizational events and processes.
- Perform any other official duties assigned by the supervisor.

Qualifications:

Education

- Minimum of Bachelor's degree in Communication, Journalism, Public Relations, or related field. Master's degree preferred.

Experience

- At least four years of relevant experience in communication and advocacy, working at national level, with at least two years in managerial role.
- At least two years in non-profit organization.
- At least two years working in Uganda.
- Demonstrated experience working with high-level stakeholders in government.
- Desirable: at least two years in communication and advocacy around children's issues and/or education.

Competencies

- Excellent written and oral communication skills in English.
- Excellent coordination, collaboration, and networking skills.
- Excellent interpersonal skills.
- Good strategic planning and visioning skills.
- Capacity and willingness to strategically prioritize under competing demands.
- Capacity and willingness to think outside the box and independently pursue new ideas.
- Proactive leadership skills.
- Knowledge of different social media platforms.
- Strong computer skills in Microsoft Office software, different design and publishing applications.
- Desirable: knowledge of VAC prevention and/or education sector in Uganda.

Please review qualifications and competencies carefully. Unqualified candidates will not be shortlisted.

Remuneration: Competitive and commensurate with skills and experience.

Application Process: Send complete application to: jobs@raisingvoices.org with 'Program Manager, Communications and Advocacy' in the subject line, and include:

- Completed Eligibility Form ([Click here to download](#)).
- An updated CV with indication of your preferred way of being contacted.
- A thoughtful cover letter that includes why you are interested in this position at this point in your career, and why you feel you are a good match for Raising Voices.
- A one-page written statement that articulates why, in your opinion, the education sector in Uganda should do more to prevent violence against children in schools.

Deadline: Rolling until filled. Please note: Incomplete applications will NOT be considered. Only shortlisted candidates will be contacted within 3 weeks of their application submission.