

Job Description- Technical Advisor Communications

Job Title:	Technical Advisor Communications
Department:	Operations and Support Services
Supervised by:	Co-Director
Duty station:	Raising Voices Kampala Office, with some travels

1. Overview

Role Overview	The Technical Advisor will provide strategic leadership to ensure dynamic, accessible, and influential violence prevention communications, which engages a wide range of stakeholders via diverse communication channels including websites, social media, publications, and other multimedia platforms. The Technical Advisor will work with all teams to communicate Raising Voices ideas, values and vision in creative and compelling ways.
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2. Duties and responsibilities

Technical Expertise	<ul style="list-style-type: none"> • In collaboration with teams, develop contents and publish creative programs and communication materials in a manner that reflects Raising Voices' style, tone, and quality standards. • Collaborate with program teams to gather transformation stories and develop creative and popular communications (written, audio, video etc.) highlighting the voices of women and children impacted by Raising Voices. • Work with graphic designers, illustrators, editors, printers to produce dynamic and vibrant communication materials. • Coordinate and support teams to produce publications including annual reports, program briefs, learning papers, etc. • Ensure strategic and effective dissemination of ideas and communication materials through websites, E-bulletin, social media, and other channels. • Design and manage social media campaigns as outlined within the broader strategy to achieve strategic goals. • Support in effective risk management measures across communication efforts, where risks are clearly defined and managed using an appropriate risk management system and tools.
Strategic Leadership	<ul style="list-style-type: none"> • Keep updated with the trends and directions of the communications field to inform Raising Voices' communication approaches. • Lead the development of the Raising Voices' communication strategy in line with the organizational strategy and emerging lessons from the work. • In collaboration with the IT department, review digital analytics to understand the reach and impact communications efforts, adjust and strengthen where needed. • Regular coordination with teams to identify internal and external communication opportunities and act accordingly. • Innovate, introduce, and implement new initiatives and technics, consistent with Raising Voices goals and feminist practices. • Embody Raising Voices value and be custodian of the organizational culture.

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Finance and Operations	<ul style="list-style-type: none"> • Prepare annual budget for the communication and participate in the departmental budget making processes. • Guided by the authorization matrix, review and approve concepts and payments, confirming alignment to work plan, approved budgets, and overall communications strategy. • Review the budget vs actual (BVA) analysis reports for communication and engage with the finance team during monthly budget review meetings. • Ensure financial and other resources are utilized efficiently and ensure value for money in all expenditures. • Adhere to all organizational policies, systems, and procedures. • Review and/or submit accountability reports in a timely manner.
Internal and External Relations	<ul style="list-style-type: none"> • Participate or co-create staff meetings, staff development sessions, staff retreats, reviews, strategies, and processes. • Build and maintain mutually productive relationships with partners and other likeminded organizations. • Liaise with journalists and other media houses (in both print and electronic) to cover Raising Voices’ impact stories for strengthening stakeholder engagements and advocacy. • Collaborate and monitor media coverage and attend both internal and external events together with the relevant program teams. • Represent Raising Voices in national, regional, and global forums and events as requested. • Work in a feminist, collaborative and accountable way with all members of Raising Voices.
Personal Growth, Team Supervision and Mentorship	<ul style="list-style-type: none"> • Set annual performance goals in collaboration with the supervisor for intentional growth in your area of work. • Take responsibility for personal and professional development and learning in agreed areas. • Cultivate learning culture within Raising Voices and identify new areas of learning from the implementation of activities sessions, departmental meetings, learning sessions among others. • Provide capacity strengthening support to staff to improve their internal and external communication skills, supporting on specific pieces from each team where necessary.
Other	<ul style="list-style-type: none"> • Any other related duties assigned

3. Competencies

Essential Knowledge	<ul style="list-style-type: none"> • Knowledge and familiarity with communication and media sector. • Demonstrated proficiency with various communications technologies. • Commitment to, and ability to articulate human rights issues, violence against women and violence against children experience, is a plus. • Familiarity with the global women and children’s rights movements, an added advantage.
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Essential Skills	<ul style="list-style-type: none"> • Strong interpersonal, cross cultural and communication skills. • Excellent ability to synthesize, understand and communicate complex issues effectively. • Attention to detail, visual intelligence and an eye for aesthetics. • Ability to identify and understand different audiences, utilize, and adapt appropriate communication channels and content. • Creative design thinking, graphic designing and working with other design tools/software. • Committed to contributing to and operating within a feminist organizational culture. • Personal integrity and transparency, serving as a role model for others.
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4. Others

Education	<ul style="list-style-type: none"> • Bachelor’s degree in communication, journalism, public relations, or related fields. • A masters/post graduate qualification is an added advantage.
Essential Experience	<ul style="list-style-type: none"> • Six years of communication related experience in an NGO or social justice organization. • Strong experience managing multiple social media platforms (e.g., X, Instagram, FB, TikTok, etc.), including best practice, and social media management systems and tools. • Advanced technical skills in creative communication, public engagement, and media relations. • Familiarity with social media platforms and digital environment best practices, internet culture and language.

Application process: Please review and submit application requirements, including a reflective cover letter that includes why you are interested in, and what you will bring to this role, via the application [link](#) by 5pm EAT, on Friday 26 July 2024.

Only complete, on-time applications from candidates that meet qualifications will be considered. Only shortlisted candidates will be contacted, not later than 16 August 2024.