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| **Title:** Communications Specialist (1) | **Department/**Unit **Name:** Communications |
| **Reports to Title:** Communications and Advocacy Manager | **Cross Functional Reports to Title:** N/A |
| **Supervises:** List position numbers and titles (or none)* None
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| **Contract Terms:** This is a 1 to 2-years professional appointment renewable based on performance and organizational needs. |  |
| **Position Summary**: The Communications Specialist based within the Communications Department/unit will lead implementation of the HFHU Communications Strategy. The role supports broader communications, social media management, content development, storytelling, brand visibility, media relations, and documentation of project results to increase awareness and stakeholder engagement with Habitat for Humanity Uganda's work. |
| **Essential Duties and Responsibilities:** **Communications Strategy Implementation*** Develop, review and monitor annual communications work plans and budgets
* Write management progress reports for communication activities.
* Develop a communications calendar for key events and activities
* Develop campaign strategies that promote affordable housing, tenure security and access to safe water services
* Build the technical capacity of staff and partners to carry out effective communication engagements
* Develop Concept Notes, Terms for References and Contract documents for onboarding communications service providers

**Digital & Social Media Management*** Regularly update HFHU’s social media platforms and website.
* Generate content such as posters, infographics, facts sheets and photo stories for social media platforms
* Monitor performance analytics and maintain media coverage records.

**Content Development & Storytelling*** Generate content from program areas, including human-interest stories, case studies, and testimonies.
* Produce and edit communication materials (photos, videos, success stories, press releases, and publications).
* Support documentation of program activities using multimedia tools.

**Internal Documentation & Knowledge Management*** Maintain an organized repository of communications materials (stories, photos, videos).
* Assist in compiling and editing project reports and communications content across departments.
* Draft and review the HFHU Annual Reports, Calendars, Project Briefs, Capacity Statements and Policy Statements
* Lead the set-up of the initial culture-in-development resource center to promote knowledge generation and sharing in Uganda and beyond.
* Undertake field research and report writing; design and layout of research publications; directing audio-visual documentation and production.

**Media Relations & Visibility*** Identify and pitch HFHU work for media opportunities, package and disseminate targeted messages for media coverage.
* Manage brand and visibility through customized public campaigns for HFHU
* Maintain strong collaboration with the media to ensure minimum reputation risk
* Populate the bi-annual media reporting tool and disseminate to the Africa Area Office
* Assist in planning and coordinating events to ensure visibility and brand alignment.
* Support press engagement and dissemination of information products.
* Conduct basic research and analysis on topics relevant to HFHU communications initiatives.

**Administrative & Cross-functional Support*** Work collaboratively with programs and other teams to gather content and support communication needs.
* Attend field visits and contribute to timely documentation of field activities and community engagement.
* **Events management:** support project leads to organize workshops including mobilization, workshop rapporteuring and media relations management
 | **Success Criteria:** Attention to detail and basic understanding of editorial processesTimely and consistent updates on social media and web platforms.Well-documented stories, photos, and videos showcasing project impact.Quality communication outputs produced and shared.Positive collaboration with staff and partners.Organized and accessible internal communications archive.Dynamic social media presence for HFHU through LinkedIn Facebook and twitter, etc. |
| **Typical Training & Experience** (Education, and Experience -briefly describe the **minimum** education and/or experience required) **Required Knowledge & Expertise**(Competencies and other specifics related to this role and level required) | **Minimum Qualifications:*** Education: Bachelor’s degree in Mass Communication, Journalism, Public Relations, or related field.
* Master’s degree in Communications, Journalism or Social Sciences is an added advantage
* Years of Related Experience: 5 +years of working experience in Communications, Journalism, Social Marketing or Public Relations.

**Experience:*** Prior experience managing social media platforms or creating multimedia content.
* Familiarity with photography, video editing, and/or design software (e.g., Canva, Adobe Suite).
* Conversant with editorial guide books and styles manuals
* Previous experience with Non-Government Organizations, delivering one or more of the HFHU thematic areas.

**Required Knowledge & Expertise*** Strong writing, editing, and storytelling skills.
* Basic knowledge of communications tools and digital media strategies.
* Excellent organizational and interpersonal skills.
* Proficiency in Microsoft Office; experience with social media platforms (Facebook, Twitter, LinkedIn, Instagram etc).
* Ability to travel to field locations.
* Passion for community development and communications.
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| * **Active support of HFHI Values:**
	+ ***Humility*** *– We are part of something bigger than ourselves.*
	+ ***Courage*** *– We do what’s right, even when it is difficult or unpopular.*
	+ ***Accountability*** *– We take personal responsibility for Habitat’s mission.*
* ***Safeguarding:*** *HFHU requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s Code of Conduct.*
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| **Organizational Scope & Impact** * This role provides direct support to the Communications function, enhancing HFHU’s visibility, engagement, and storytelling efforts across programs and partners.

**Problem Complexity, Planning and Policy level impact** * Supports timely and impactful communication outputs and content documentation that reflect program activities and support fundraising, advocacy, and stakeholder engagement.

**Influencing/People Leadership** – * Internal – Works closely with Communications, Programs, and field teams.
* External – May interact with partner families, community members, media, and other stakeholders.
* Leadership - Limited supervisory responsibility; expected to demonstrate initiative, integrity, and creativity.
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| **Working Conditions, Requirements, etc.** –* 40 hours of work per week, with one hour lunch break and 2 health breaks on 20 minutes each in a day.

**Location**: * This position is based at the National Office in Kampala, Uganda with regular travel to field locations.

**Travel Expectations:** Regular travel to program sites for field documentation and events.Will the individual in this role typically work with children or HFH beneficiaries (**Yes**). Qualified FEMALE candidates are strongly encouraged to apply |