

NAFOPHANU is recruiting a Communications, Networking & IT Officer

Application letter, CV, copies of relevant academic documents and National ID should be attached.

Submit applications to info@nafophanu.org or hand deliver on Plot 213, Sentema Road, Mengo, Kampala

Deadline is Tuesday 4th February 2025 at 11:59pm

NAFOPHANU JOB DESCRIPTIONS – JAN 2025

| JOB TITLE: COMMUNICATIONS, NETWORKING & IT OFFICER | |
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| REPORTS TO | Executive Director |
| RESPONSIBLE FOR | None |
| JOB SUMMARY | Ensure that the image and reputation of NAFOPHANU is maintained and enhanced as an efficient, effective, responsible and responsive organization through high quality communications. |
| | DUTIES |

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| KEY PERFORMANCE INDICATORS | Communications | <ul style="list-style-type: none"> i. Coordinate (research and write) internal and external publications, including media releases, newsletters, reports, brochures, media briefing notes and regular newspaper columns, press statements. ii. Manage media relations, ensuring networks/alliances and opportunities are created and explored by maintaining positive relationships with the media and by providing them with accurate and timely information. iii. Contribute to the development of communications materials to raise awareness of the Forum’s activities; iv. Offer coordination and mobilization support in implementing communication activities of the PLHIV Networks and District forums. v. Manage the NAFOPHANU’s relationships with all internal and external stakeholders, including Board, staff, membership, media and suppliers. vi. Publicize NAFOPHANU’s role, innovations, services and activities to the local and wider community, businesses and government. vii. Manage the sponsorship agreements. viii. Manage the social media platforms such as X, Facebook, Instagram, Youtube, Linkedn, WhtasApp among others ix. Provide input to enhance the Executive Director’s Office operations. x. Perform allocated duties utilizing initiative, making positive contributions to work quality, productivity, and to work to a timetable, in a cost effective manner. xi. Attend relevant conferences, workshops, meetings or training sessions as required for the proper fulfillment of the duties for the position. xiii. Improve and ensure implementation of NAFOPHANU’s Communication Strategy and |
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| | | <p>provide input to NAFOPHANU’s Strategic Plan on the media and communications component.</p> <p>xiv. Develop and manage communications tools linking NAFOPHANU to Partners, network members and CSO allies (through list serves, website etc)</p> <p>xv. Responsible for awareness creation and profiling of NAFOPHANU programmes, advocacy and campaigns through identification and utilization of media opportunities</p> <p>xvi. Maintain and manage the members’ database</p> <p>xvii. Post regular information and updates to partners and membership on areas of programme interest to NAFOPHANU</p> <p>xviii. Ensure sufficient communications support to NAFOPHANU advocacy and campaigns and overall programme work</p> <p>xix. Responsible for writing, editing, lay out and formatting of newsletters, abstracts, position papers, petitions, policy briefs and other communication kits to sufficient editorial standards</p> <p>xx. Responsible for writing, editing and preparation of media briefs, press releases, info packs and in organizing media and dissemination events</p> <p>xxi. Identify and advise on potential media opportunities in NAFOPHANU reports, research outputs and other resources including making them accessible to popular audiences</p> <p>xxii. Manage the NAFOPHANU website through regular updating of content to meet the information needs of members/partners and other network members</p> <p>xii. Other duties that may arise at the direction of the Executive Director that are consistent with the level of competencies of the position.</p> |
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Networking & IT

IT Infrastructure Management:

- i. Install, configure, and maintain all IT equipment and software to ensure smooth operation of our systems.
- i. Troubleshoot and resolve technical issues related to hardware, software, and network problems.
- ii. Upgrade and replace outdated IT equipment and software as needed.

Internet Services:

- i. Manage our internet services, including setting up and maintaining internet connections, Wi-Fi networks, and email services.
- ii. Monitor internet traffic and data usage, and take steps to optimize performance and security.

Data Security:

- i. Implement and maintain data backup and recovery systems to ensure business continuity.
- ii. Monitor and implement security measures to prevent cyber threats and data breaches.
- iii. Ensure compliance with data protection laws and regulations.

Networking:

- i. Establish and maintain relationships with IT vendors, partners, and stakeholders.
- ii. Collaborate with colleagues to identify and develop new opportunities for online engagement and collaboration.
- iii. Online Communication and Collaboration:
- iv. Maintain and update our website, social media, and email platforms.
- v. Facilitate online networking and communication with partners, donors, and stakeholders through online platforms (e.g., Zoom, Skype, etc.).
- vi. Provide training and support to staff on the use of IT systems and online platforms.

Documentation and Reporting:

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| | | <ul style="list-style-type: none"> i. Maintain accurate documentation of all IT activities, including maintenance, upgrades, and issues resolved. ii. Prepare regular reports on IT performance, security, and online engagement. |
| <p>PERSON SPECIFICATION</p> | | <p>Minimum Qualifications</p> <ul style="list-style-type: none"> i. A Bachelors Degree in Public Relations, International relations, Information and communications technology, Journalism or Mass Communication <p>Experience</p> <ul style="list-style-type: none"> i. Experience with either Journalism or Communications’ Institutions, events management, formal creative writing, graphic designs; ii. Proficiency in using new technologies and web-based platforms; <p>Personal Attributes:</p> <ul style="list-style-type: none"> i. Excellent communication skills both orally and in writing ii. Attention to style and detail; iii. Self-starter with ability to multi-task iv. Excellent interpersonal skills v. Good IT skills vi. Presentation skills vii. Innovative viii. Ability to prioritize and plan effectively ix. Awareness of different media agendas |

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| | <p>Note: People Living with HIV (PLHIV) are particularly encouraged to apply</p> <p>Note: People Living with HIV (PLHIV) are particularly encouraged to apply</p> |
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