



MAKERERE UNIVERSITY JOINT AIDS PROGRAM (MJAP)

SHORT TERM ENGAGEMENT – 4 Months Contract

Makerere University Joint AIDS Program (MJAP) is a private-not-for-profit Company under Makerere University. MJAP works to build partnerships and strengthen health systems to optimally respond to HIV/AIDS, TB and other diseases of public health importance in Africa.

In collaboration with Rakai Health Sciences Program (RHSP) MJAP is implementing a program on Accelerating HIV/AIDS Epidemic Control in **Masaka region** (Gomba, Butambala, Sembabule and Mpigi districts). Additionally, MJAP is also implementing another sub-award grant from Infectious Diseases Institute (IDI), for accelerating HIV/AIDS Epidemic Control in **Kampala region**; with funding from the President's Emergency Plan for AIDS Relief (PEPFAR).

MJAP is seeking a competent and dynamic individual on a short term engagement to fill the position of;

Job Title: Public Relations (PR) and Communication Officer

Reports to: **Executive Director**

Role definition: To develop, implement, and evaluate MJAP's communication and advocacy strategies in line with MJAP advocacy and communications policy

Key Result Areas

1. Document and profile MJAP's key interventions in HIV/AIDS and constantly update the MJAP's website, social network sites and other communication channels to provide up to date and factual information in line with MJAP's PR, Advocacy and communications policy
2. Build strong alliances and networks with public and private partner organizations for communication, concerted advocacy efforts and greater participation in policy dialogue in line with MJAP's PR, Advocacy and communications policy
3. Build the capacity of MJAP staff in documentation of the activities, advocacy, partnering and networking as per the identified needs in line with MJAP's PR, Advocacy and communications policy
4. Monitor media reporting of MJAP's activities in our areas of operation and initiate media coverage ideas in line with MJAP's PR, Advocacy and communications policy
5. Plan and coordinate key events that promote the visibility of MJAP both at the Head Office and field offices as well as participate in the development of Information, Education, and Communication materials relevant to MJAP's key audiences in line with the various project objectives
6. Review and implement procedures and systems to strengthen the internal communication processes of the organisation through use of all media including social media.
7. Document, evaluate and share experiences with key stakeholders arising from advocacy interventions at the Head Office and field offices
8. Participate in carrying out advocacy campaigns on issues related to HIV care, treatment, and prevention and other emerging priorities.
9. Develop an operational activity plan, and budget for PR, Advocacy and communications issues then submit periodic performance reports to the supervisor in line with MJAP's financial policy

10. Develop fundable research proposals for advocacy programs and carry out advocacy oriented research that will advance HIV/AIDS free society and adherence to care and treatment for the HIV/AIDS families in accordance with MJAP proposal writing guidelines

Person specifications

- An honor's degree in Mass Communication (Public Relations/Media Communication). A relevant post graduate qualification in Communication will be an added advantage .
- At least **three (3) years** working experience in a reputable Non Governmental Organisation
- Excellent communication, negotiation, networking and partnership skills.
- Must be dynamic, persuasive & convincing, self-motivated and able to demonstrate high initiative.
- Publication of articles, stories and presentations in various media channels (Press, journals etc) will be an added advantage

MJAP is an equal opportunity employer. Interested candidates who meet the above mentioned requirements should email their applications, a detailed curriculum vita and copies of relevant academic documents to: hr@mjap.or.ug addressed to; The Human Resource Manager, Makerere University Joint AIDS Program (MJAP), not later than 10th November, 2017 5:00pm.

Please ensure that your attachments do not exceed 5 MB.

Only shortlisted candidates will be contacted.