

JOB DESCRIPTION

1. Position Description		
Job Title:	Communications and Public Relations Officer	
Reports To:	Communications and Public Relations Manager	
Interacts/Interfaces with:	Direct: All	Indirect: All
Job Purpose (<i>also called job summary</i>) Describe in summary the objective why this job exists:	This role supports the planning, delivery and evaluation of the Authority's communications, public relations and stakeholder engagement programmes.	

Responsibilities /Key Deliverables (*list the key activities the job holder is expected to execute or conduct on a recurring basis during the life time of the position*):

1. Support the development, implementation and continuous review of the Authority's stakeholder engagement strategy, plans and matrices, applying an open, life-cycle approach to consultation across the full cycle of the Authority's initiatives.
2. Identify, map and segment stakeholders, including market intermediaries, issuers, investors, government ministries, departments and agencies, sister regulators, development partners, media, academia and the general public, and maintain an accurate stakeholder database.
3. Coordinate media relations activities, including press conferences, media briefings, interviews and media enquiries, while maintaining effective liaison with the Uganda Media Centre and other government communication structures.
4. Prepare communication materials, including briefing notes, speeches, talking points, fact sheets, presentations and key messages, ensuring complex capital markets information is communicated clearly and accurately.
5. Research, write, edit and publish high-quality content across channels, including press releases, feature articles, newsletters, speeches, talking points, op-eds, web copy, reports and corporate publications.
6. Plan and coordinate corporate events, commemorations, exhibitions and launches, ensuring professional delivery and stakeholder visibility.
7. Represent the Authority at relevant external events, forums and engagements as delegated.
8. Conduct research, environmental scanning and benchmarking to inform communication and engagement strategy.
9. Perform any other duties consistent with the role as may be assigned by the supervisor.

Person Specification

Education & Training <i>(Describe the level of academic training required for the position and any other essential training or qualifications required for the job):</i>	▪ A minimum of a Bachelor's degree in Mass Communication, Public Relations, Journalism, Communication, or a related discipline from a recognised institution. ▪ Training in stakeholder engagement, or public affairs is an added advantage.
Skills & Experience <i>(Describe the specific previous work experience and competences required for the job, including the duration for which the experience should have been obtained)</i>	▪ At least 3 years of relevant experience in managing stakeholder engagements and relationships, preferably within a public sector or comparable institutional environment. ▪ Demonstrable experience planning and delivering stakeholder engagement activities and managing relationships with government institutions and diverse audiences. ▪ Excellent written and verbal communication, with strong editorial, storytelling and presentation skills. ▪ Strong stakeholder relationship management, facilitation and consultation skills. ▪ Experience in events management and coordination
Business Behaviours <i>(describe any behaviours that may be critical for effective execution of the job):</i>	▪ Energy, flair, adaptability and a willingness to learn and impart knowledge to others. ▪ Excellent social communication skills in addition to a high level of written and verbal communication skills. ▪ Sound organisational and administrative abilities ▪ Attention to detail. ▪ Discretion, integrity and sound judgement in handling sensitive and confidential information. ▪ Ability to work both independently and collaboratively, and to remain composed under pressure. ▪ Excellent interpersonal, diplomatic and networking abilities, with sound emotional intelligence. ▪ Strong organisational, event and project coordination skills, with the ability to manage multiple priorities to deadline. ▪ Being a current member of the Public Relations Association of Uganda (PRAU) is an added advantage.

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Review & Approval:	Job Holder Name & Signature: Line Manager Name & Signature:
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