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The Capital Markets Authority (CMA) is a statutory body, established in 1996 by the Capital Markets Authority Act (Cap 64), to promote, develop and regulate the capital markets industry. CMA is governed by a Board of Directors appointed by the Minister of Finance, Planning and Economic Development.

The CMA is mandated by law to:

- Approve prospectuses and other offering documents under which securities are offered to the public.
- Develop the capital markets through removal of impediments and the creation of incentives for longer term investments in productive enterprises.
- Create, maintain and regulate a market in which securities can be issued and traded in an orderly, fair and efficient manner.
- Cooperate with, any foreign regulatory authority in the performance of its duties;
- Implement regional and international standards and best practice in securities markets, securities regulation and supervision.
- Protect investors; and
- Operate an investor compensation fund.

The work of the CMA is also governed by the Securities Central Depositories Act, 2009 and the Collective Investment Schemes Act, 2003.

To deliver on its mandate efficiently and effectively, CMA is seeking to hire qualified and self-motivated individuals to fill the position of **Communication & Public Relations Officer**.

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	This role supports the planning, delivery and evaluation of the Authority's communications, public relations and stakeholder engagement programmes.	

Responsibilities /Key Deliverables	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. Map and segment stakeholders; market intermediaries, issuers, investors, government ministries, departments and agencies, sister regulators, development partners, media, academia and the general public; and maintain an up-to-date stakeholder register and contact database. 3. Coordinate press conferences, media briefings and interviews, including liaison with the Uganda Media Centre and other government communication structures. 4. Prepare audience-appropriate engagement materials; briefing notes, talking points, fact sheets, presentations and visuals; that translate technical capital markets information into clear, accessible content. 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	▪ 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. ▪ Being an active member of the Public Relations Association of Uganda (PRAU) is an added advantage.
Skills & Experience	▪ 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	▪ 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.

Interested candidates should send via email (in standard file types, namely Microsoft Word or Adobe Acrobat (pdf) in a single attachment, and **should not exceed 10MB**) their applications

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together with a recent CV (with 3 references), copies of academic transcripts and/or certificates by **29th July, BEFORE 5:00 PM.**

Applications should be sent to: careers@cmauganda.co.ug
and addressed to:

The Director Human Resources & Administration

Capital Markets Authority,
8th Floor, Uganda Business Facilitation Centre
1 Baskerville Avenue Kololo
P. O. Box 24565
Kampala, Uganda

NOTE:

- Only shortlisted candidates will be contacted.
- Your application will only be reviewed if you have fulfilled all the above stated requirements, including submission of documents in standard file types. Zipped files, links and / or multiple attachments are not acceptable.