**Job Advertisement**

**Assistant Program Officer – Communication & Knowledge Management**

**Job Title:** Assistant Program Officer – Communication & Knowledge Management  
**Job Grade:** KT5  
**Unit of Service:** Reduce-Reuse-Recycle Rice Initiative for Climate Smart Agriculture Program (R4iCSA Program)  
**Reports To:** Team Leader Resource Mobilization & Quality Assurance  
**Duty Station:** Uganda  
**Employment Category:** One Year Contract

**Purpose of the Job**
To facilitate strategic program documentation, information sharing, learning and Kilimo Trust’s brand presence.

**Responsibilities:**

**Communication:**

a) Develop KT’s communication strategy for brand visibility and presence to build long lasting partnerships for organizational sustainability.  
b) Work with project teams to capture emotive and evocative, stories that showcase need of the communities we serve and impact of Kilimo Trust work.  
c) Conceptualize and produce EIC and branding materials for program and organizational visibility including newsletters, case studies, banners.  
d) Conceptualize and publish inspirational and attractive content about the work of Kilimo Trust programs including website and social media content.  
e) Support program and organizational and donor reporting including annual reports.  
f) Support grants business enterprise through fundraising events management including project launches.  
g) Lead media engagement for brand value including media tours and publicity.  
h) Support project and organizational communication and messaging including communication advisory to senior management; risk communication, public engagement, and partnerships.

**Knowledge Management:**

a) To build an ‘e-library’ (organizational depository) of individual program documents and communication material.  
b) Develop and monitor the performance of the communication and knowledge management strategy and workplans.  
c) Work with Project Team Leaders to develop and deliver the E-extension content to users (e-learning).  
d) Capture and generate program implementation lessons.  
e) Manage the development, design, and dissemination outreach products for key projects, including briefs, brochures, slide decks, infographics, web features, blogposts, newsletters, op-eds, and website content with photographers, graphic designers and videographers.  
f) Build, manage, and set the direction of the Knowledge Management Framework.  
g) Create, capture, organize and manage accessibility of knowledge assets for organization use.  
h) Draft and manage organizational reporting including - donor reports, government reports, periodic progress report, best practices, case studies and lessons learned.
Competencies Required:

a) Writing, photography and videography and editorial skills (content creation).
b) Experience in photography and ability to train others.
c) Communicate complex issues across various audiences.
d) Understanding of agricultural value chains, agribusiness, and its transformative impact on livelihoods of smallholder farmers.
e) Identify and advance newsworthy stories quickly and easily.
f) Use various Knowledge Management and Communication tools.

Educational Qualifications and Experience Required:

a) Master’s Communications/ Journalism /Mass Media /Public relations, or other equivalent qualification
b) Minimum 7 years of relevant experience in the field of journalism, branding, PR, knowledge management & communication, partnerships, and donor relations.
c) Experience in an Agricultural related field is an added advantage.
d) Excellent written and verbal communication skills.
e) Works well under pressure and meets tight deadlines.
f) computer literate for communication and content development
g) Proven digital media a usage.
h) Strategic and creative mindset.
i) Meticulous attention to detail.
j) Present a portfolio of work available for review.

How to Apply

If you are the right candidate, please send your application letter plus the following:
✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
✓ The names and contacts of three referees, and a daytime contact telephone number of each of them.
✓ Copies of Academic Certificate and Transcripts for O’ level, A’ level – where applicable, Under-Graduate and Post-Graduate qualifications
✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
✓ Your daytime contact telephone number; and
✓ A statement and proof of current remuneration package

Please submit your application documents electronically to recruitment@kilimotrust.org

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

Deadline for application: 6th June 2023

Only shortlisted candidates will be contacted