



*Transforming Lives Through Agribusiness*

**Readvertised**

Job Advert – 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 the 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](mailto:recruitment@kilimotrust.org)

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

Deadline for application: 30<sup>th</sup> May 2023

Only shortlisted candidates will be contacted