



VACANCY

Communications Officer

SEMA is an accountability start-up that gathers citizen feedback to improve public services in Uganda. SEMA is seeking to recruit a result-oriented, creative, and passionate Communications Officer who will play a key role in ensuring our communications are influential, informative and engaging for the full range of our stakeholders. We are looking for someone with experience who can increase SEMA's visibility by boosting our communications platforms (newsletters, social media and PR) to deliver SEMA's messages to a wider audience.

This position is based in Kampala (our office is in Ntinda), for at least 20h/week on a flexible schedule, reporting directly to the Country Director. However, a full time position can be envisioned in the long term for this role depending on availability and experience of the successful applicant.

Your responsibilities:

- Developing and implementing communications strategies & work-plans, campaigns, events and other initiatives in support of the SEMA's strategy and vision;
- Researching, preparing fact-checking, editing, and producing professional media and communication materials for various audiences and ensuring their timely dissemination
- Managing the content calendar for SEMA's communication channels;
- Drafting, editing and publishing content through the SEMA's newsletter and digital communication channels, including its website, Twitter and LinkedIn feeds;
- Identifying potential news stories and working across teams to plan and develop content;
- Maintaining thorough year-round professional interaction strong media relations for SEMA, ensuring that media (and other important external stakeholders, such as the public, governments, embassies, NGOs etc.) have strong awareness of SEMA's work and are briefed regularly on upcoming news initiatives and other issues of importance to SEMA.
- Brand management: making sure that the SEMA brand is consistent across advertising and campaigns.

What we are looking for:

- 3+ years prior experience in a communications role
- Understand the best practices of increasing followers on social media channels including Facebook, Instagram, Twitter and LinkedIn
- Possesses exceptional writing skills and is able to compose engaging and accurate content
- Strong communicator who works well independently and with a team
- Superior English language writing, editing, and proofreading skills, with focus and experience in synthesizing complex content into essential, compelling messages for a range of mediums.
- An interest in social accountability and social impact initiatives.

We offer you:

- Competitive remuneration commensurate with experience, skill set and time allocation.
- Flexible schedules based around the work that needs to be done (forget the 9 to 5).
- The chance to be part of a transparency movement that changes government performance working internationally.
- A fun, fast-paced environment with a fun team in a cool startup hub.

Responsibilities:

- Only applications with the following materials will be selected:
- An e-mail to info@talktosema.org containing:
- The subject line "**Application: Communications Officer**"
- Attached, a **2-page CV** (please limit your CV to 2 pages only)
- A cover letter
- Two professional references we can contact
- Apply by 7 October 2021.

Selected applicants will be invited for an interview in October 2021. For any queries about this vacancy, please contact lydia@talktosema.org. Keep in mind, we look for high quality work and technical ability in those who apply. So sending late or a badly formatted e-mail, CV, or disregarding our specifications does not reflect well on your application.