

EXCITING CAREER OPPORTUNITIES

About us:

Straight Talk Foundation (STF) is a Ugandan health communications National Non Governmental Organisation that was founded in 1993 and operates nationally in Uganda. Its activities and interventions aim at improving the sexual reproductive health and wellbeing of young people for adoption of healthy behaviors in Uganda through advocacy, evidence driven communication and youth friendly service delivery.

For the past 25 years it has been the leading provider of various social and behavior change communication programs to various stakeholders in Uganda. Its programs and interventions target young people as its primary audience, while significant adults in the lives of young people such as parents and teachers are targeted as a secondary audience.

Straight Talk Foundation is therefore looking to recruit for the following positions:

I. Program Officer, SRHR Alliance (1 Position) – Kampala

Job Purpose:

Reporting to the National Programme Coordinator (NPC), the Program Officer, SRHR Alliance will be responsible for providing technical and administrative support to the SRHR Alliance Secretariat.

Key Responsibilities:

- Support the Alliance Secretariat in planning and executing joint advocacy work among its partners.
- Support the National Program Coordinator in the development and monitoring of work plans and budgets.
- Compile progress reports for joint activities implemented by the SRHR Alliance partners.
- In consultation with the NPC mobilize targeted SRHR Alliance partners to participate in joint Alliance workshops/ meetings.
- Liaise with SRHR Alliance partners on various operational, technical and program areas as well as project-related issues.
- Regularly undertake field technical support supervision visits to alliance members in the implementation of SRHR Alliance programs.
- Support resource mobilization and partnership building efforts by the SRHR Alliance Secretariat.
- Provide monthly written reports on activities to the National Program Coordinator.

Academic Background, Experience and Person Specifications:

- A minimum of a Bachelors' Degree in Development studies, Social Sciences or any other related discipline from a recognized University.
- At least 2 years' experience, working with an NGO involved in SRHR field.
- Previous experience working with young people will be an added advantage.
- Excellent verbal and written communication and analytical skills
- Good report writing skills
- Advocacy and M&E skills and experience.
- Team work-oriented and possession of multi-tasking skills.
- Ability to accomplish tasks under tight deadlines, quickly and efficiently.
- Willingness to travel and work in hard-to-reach areas, occasionally under strenuous conditions.
- Highly developed cultural awareness and ability to work well with people from diverse backgrounds and cultures.

- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Excellent time management and planning skills.

2. Communications Assistant, SRHR Alliance – Part Time (1 Position) – Kampala

Job Purpose:

The holder of the position will be responsible for providing communication support to the SRHR Alliance Secretariat by ensuring functional online and mass media platforms for the alliance including website, Twitter, Facebook, YouTube and Instagram among others. The jobholder will keep the alliance online platforms up-to-date and engaging different stakeholders and creating visibility world over.

Key Responsibilities:

- Developing engaging, creative, and innovative content for regular scheduled posts, which enlighten audiences and promote brand-focused messages for SRHR Alliance website and social media platforms.
- Monitoring, listening and responding to users and reviews on the SRHR Alliance website and social media platforms.
- Carry out online SRHR advocacy and campaigns activities through the website and social media platforms.
- Coordinate with the social media team members and other content creators for the SRHR alliance Uganda.
- Where need arises, carry out live updating of some of the Alliance website and social media platforms.
- Link the Alliance website and social media platforms with that of its partners.
- Any other related duties assigned by the supervisor.

Academic Background, Experience and Person Specifications:

- A minimum of a diploma in Mass Communication, Journalism, ICT, Development Studies or Social Sciences from a recognized institution. A Bachelors' Degree in Mass Communication or related field will be an added advantage.
- At least 2 years' experience of working in the field of Sexual Reproductive Health and Rights or health communication.
- Experience of working on the related online or social media communication roles is a MUST.
- In-depth knowledge and understanding of online or social media platforms, and how each platform can be deployed in different circumstances.
- Excellent writing skills and very good command of the English language.
- Blogging knowledge and experience.
- Ability to effectively communicate information and ideas in written, audio and video format.
- Photography skills.
- Online advocacy skills and experience.

3. Mass Media Manager (1 Position); Kampala

Job Purpose:

Reporting to the Director of Programs, the Mass Media Manager will be required to provide oversight to the implementation of organization's Mass media activities in line with STF's advocacy strategy and communications plans.

Key Responsibilities:

- Plan and coordinate STF mass media work in collaboration with partners and stakeholders
- Technically support the development of information, education and communication materials for use on various media platforms.
- Work with department heads to generate content for internal communication materials such as the STF newsletters

- Undertake quality assurance on STF communication materials such as publications, scripts and audio recordings
- To ensure functionality and effective maintenance of mass media equipment.
- Support budget development and monitoring for mass media activities.
- Follow up on actual delivery of mass media messages.
- Supervise and manage the performance of mass media staff.
- Training and mentor mass media staff.
- Produce regular activity reports.

Academic Background, Experience and Person Specifications:

- A minimum of Bachelors degree in Mass Communication, Social Sciences, Education, Development Studies or a relevant field. Graduate or post-graduate training in Mass Communication, Journalism , Project Planning or related field is an added advantage.
- A minimum of 5 years relevant working experience with at least 3 years at a busy print media house.
- Demonstrable financial, planning and budget management skills. Highly developed cultural awareness and ability to work well with people from diverse backgrounds and cultures.
- Ability to intervene with crisis management or troubleshooting as necessary.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Excellent time management and planning capacity.
- Excellent planning, coordination and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- Analytical skills.
- Computer literacy and excellent documentation skills are a must.

4. Livelihoods & Environment Officer (1 Position); Kampala

Job Purpose:

- The holder of the position will be responsible for providing oversight to planning, budgeting, implementation and monitoring of Livelihood & Environment activities in the selected sited communities to enhance increase in food production, household income level and mitigate the impacts of climate change.

Key Responsibilities:

- Work with partners and the community groups to develop strategies for improving their livelihood & Environment situation especially among the selected communities.
- Establish and maintain strategic partnerships and networks with key actors in the Livelihoods & Environment sector
- Coordinate and monitor establishment of demonstration gardens in schools and communities
- Supervise nursery development work and provide technical advice on their management
- Train beneficiaries on modern livelihoods and environment technologies and methodologies such as agro forestry, post-harvest handling, supervision and leadership to mention but a few
- Represent STF where necessary at livelihoods and environment related fora.
- Work with STF's program department and Line Manager to develop sustainable livelihood or environment initiatives
- Establish and maintain linkages with institutions of learning and Non Formal Education schools/ communities in the implementation of STF livelihoods and environment programs.
- Document and share lessons learnt during the implementation of Livelihoods and Environment activities by compiling and submitting activity progress reports to Line Manager

- Ensure regular monitoring of Livelihood & Environment activities in the respective communities and follow up implementation of planned tasks and activities in the areas of operation.

Academic Background, Experience and Person Specifications:

- A minimum of a Bachelor's degree in Environment and Natural Resources Management, Agriculture or related field, or equivalent accrued working experience. Additional training in Project Management will be advantageous.
- A minimum of three years' work experience in Livelihoods, Environment and development-related programming in Uganda (preferably with an NGO).
- Experience and skills in mobilizing community structures to improve environment, livelihoods, food security and Disaster Risk Reduction.
- Experience of working with local partners and District Local Government in Nutrition, Education or Health is an added advantage.
- Strong analytical skills and strategic planning abilities.
- Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.
- Willingness to travel and work in hard-to-reach areas, occasionally under strenuous conditions.
- Computer literacy and excellent documentation skills are a must.
- Highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures.
- Ability to intervene with crisis management or troubleshooting as necessary.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Excellent time management and planning capacity.

Application information;

Please refer to the detailed descriptions and the key selection criteria by visiting our website: www.straighttalkfoundation.org

Please send a copy of your CV with a cover letter (**attached as one document**) indicating 3 referees, to;

The Human Resource & Administration Manager
Straight Talk Foundation
Plot 4, Acacia Avenue, Kololo,
P.O Box 22366
Kampala.

Candidates can as well apply on line to email: straighttalkjobs@gmail.com clearly indicating the position applied for in the subject line. Deadline for receiving applications is Friday 01st March, 2019 at 05:00pm Ugandan Time.

Important to note:

Straight Talk Foundation is an equal opportunity employer, persons with disabilities and female candidates are encouraged to apply.

Disclaimer:

Straight Talk Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.