

Job Posting – Africa Communications Officer - Uganda

Closing Date: September 14, 2016
Organization: Right To Play International
Department/Division: Africa Office
Work location: Kampala, Uganda
Authorized to Work in: Uganda

BACKGROUND:

Right To Play is a global organization committed to improving the lives of children and youth affected by conflict, disease and poverty. Established in 2000, Right To Play has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities. With programming in over 20 countries, Right To Play transforms the lives of more than one million children each week using play and sports, both inside and outside of the classroom. In addition to our work with children, Right To Play advocates with parents, local communities, and governments to advance the fundamental rights of all children.

Right To Play is headquartered in Toronto, Canada and has operations in North America, Europe, the Middle East, Africa and Asia.

Visit us at www.righttoplay.com

JOB SUMMARY:

The Africa Communications Officer (ACO) is responsible for the overall development and execution of Right To Play's internal and external communication strategies across the Africa region: Ethiopia, Mozambique, Tanzania, Burundi, Uganda, Ghana, Mali, Benin, Liberia, Rwanda. This role manages all aspects of communications planning, including media relations, Africa key messaging; print and audio visual materials, production, writing, and branding.

The ACO will develop communications and informational materials about Right To Play's program activities and achievements in the Region to support fundraising and communications efforts at the Field and International level (including success stories, videos, factsheets, communications protocols, social media and applicable photographs), and will assist in building Right To Play's communication strategy across the Region.

The ACO is responsible for accurate representation of Right To Play and its program activities with all target audiences in the Region including media, funders, government, community leaders and other key stakeholders. Further, the ACO will assist with enhancing the organization's overall public image in the Region.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Communications/Advocacy Materials Production (35%):

- Develop an Africa -wide system to produce program success stories, quotes and photographs that are shared with Right To Play International (RTPI) on a monthly basis for communications and fundraising purposes.
 - Take photographs and write human interest stories, and gather quotes by interviewing staff, children, Coaches and families who benefit from Right To Play's work and share with RTPI for use in all communications and fundraising materials.
 - Provide training and build capacity designated at Africa Office and Country staff, to deliver usable materials and information to meet RTPI and Africa needs.
 - Establish and develop portfolio of freelancers that can be used for in-region photography and videography. Facilitate hiring of in-region photographers and freelancers as needed.
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Job Responsibility #2: Internal Communications across the Organization (30%):

- Act as a link between the Africa Office and RTPI to promote a two-way communication and accountability.
 - Work with RTPI to ensure that all Right To Play products, communications, and actions in the Region follow brand guidelines.
 - Oversee and approve all merchandise and print orders in the Region before being printed; including but not limited to t-shirts, signs, etc.
 - Accompany and support high-profile visitors to the Region, while developing and implementing media strategies for their visit; including preparing background materials, relevant packages, and team briefings.
 - Act as a "point person" on the PlaySpace intranet and liaise with RTPI and Africa staff on all content.
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Job Responsibility #3: Communications Planning and Strategy (20%):

- Develop and implement annual Africa Communications plans, in line with the organization's global plan, that are designed to maximize program impact, brand awareness, and fundraising goals.
 - Develop and implement a crisis and issues management communication plan, in line with RTPI, designed to manage issues and crises with minimal brand risk.
 - Ensure that communication plans are in-line with all project grant agreements and reports.
 - Implement communications deliverables as required by project grant agreements and reports.
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Job Responsibility #4: Media Relations (10%):

- Establish, develop and maintain relationships with international, regional, and country based media, and conduct appropriate media pitching and liaising; including writing media releases, media advisories, and reactive/proactive statements.
- Serve as spokesperson in Africa for Right To Play when delegated to do so by the Vice President, Africa Programs or the Africa General Manager.

- Build capacity of spokespeople in the Region to communicate accurately and effectively about Right To Play and its programs – including Country Managers, Project Managers, Project Officers, and Coaches.
 - Closely monitor, track and analyze media coverage for Right To Play and Sport for Development in the Region.
 - Partner with media agencies and local opinion leaders to build their understanding and expertise in leveraging popularity of sport and play based learning.
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Job Responsibility #5: Perform Other Duties As Assigned (5% of Time):

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- A degree in communications, public relations, journalism or related fields
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EXPERIENCE:

- Minimum 7 years of relevant employment experience, preferably in the region
 - Experience in developing communication, media plans and materials
 - Excellent command of written and spoken English and French
 - Experience in media relations
 - Experience in managing supplier relationships
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KNOWLEDGE/SKILLS:

- Comprehensive computer skills; fully conversant with Microsoft Office software and at least one publishing software
 - Excellent written and oral presentation skills and ability to communicate to a variety of audiences, including the media, the public, government officials, NGOs, Right To Play's affiliates, and others
 - Good knowledge of the NGO, media, and political environment in the region
 - Excellent editing and proofreading skills
 - Strong people and facilitation skills
 - Creative and able to work well under pressure
 - Ability to prioritize and meet deadlines
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COMPETENCIES / PERSONAL ATTRIBUTES:

- A team player who works well in a multi-cultural environment, communicates readily and shares learning with colleagues, partners, beneficiaries and officials
- An outgoing person who is skilled at building and maintaining relationships
- A sound commitment to development issues and an ability and aptitude to learn quickly

- Prepared to undertake extensive travel in the region and sometimes at short notice
- Confident to work alone but able to judge when help is required or when there is an opportunity to share learning
- Able to work in a busy environment and under intense pressure
- Able to manage heavy workload reporting to multiple audiences
- Familiarity and interest in sports, Sport for Development, and Play Based Learning

DESIRED QUALIFICATIONS (An asset):

- Demonstrable experience in policy, networking, poverty reduction strategies and a commitment to gender equity
- An interest in human rights and social change issues
- Experience social media strategy and execution
- Experience with photography and videography
- Fluency in Portuguese language

Compensation: We offer a competitive salary and benefits package

Employment Start Date: Immediately

Contract Duration: Full time, contract position until September 2017

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to: UgandaHR@righttoplay.com and kindly include "Africa Communications Officer" and your name in the subject line. Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.