JOB ADVERT: Communications Officer

Introduction to Africa Innovations Institute

Africa Innovations Institute (AfrII) is a not-for-profit, non-governmental center of excellence in agricultural and environmental innovations. Established in 2005, AfrII undertakes research and innovations development on environmental sciences, agriculture and food systems to ensure sustainable increase in environmental sustainability in Eastern and Central Africa. To learn more please visit http://www.afrii.org.

Project Background

Uganda is a signatory to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA). As a signatory to the convention, Uganda committed to providing the necessary information to track progress towards implementing and achieving Nationally Determined Contributions (NDCs) and reducing greenhouse gas (GHG) emissions. Article 13 of the 2015 Paris Agreement established the Enhanced Transparency Framework (ETF, UNFCCC 2015) to build mutual trust and confidence and promote effective implementation of the Agreement. The framework enhances the existing Measuring, Reporting and Verification (MRV) arrangements under the Convention, with built-in flexibility accounting for Parties' different capacities and collective experiences.

It is on this basis that the Government of Uganda (GOU) has received funds from the Global Environment Facility (GEF) through Conservation International (CI), the Implementing Agency, to strengthen Uganda's institutional and technical capacity to respond to the Enhanced Transparency Framework requirements of the Paris Agreement. This follows the successful implementation of Phase I of the Capacity Building Initiative for Transparency (CBIT) project in Uganda. The CBIT Phase II builds on achievements and lessons learnt from CBIT I, which laid a foundation for the formalization of GHG data and information-sharing process. The CBIT II project was launched on November 1st, 2024 and will be executed up to February 28th, 2028 by the Ministry of Water and Environment-Climate Change Department (MWE-CCD) in partnership with the Africa Innovations Institute (AfrII).

The CBIT Phase II project has four main components:

Component 1: Strengthening institutional capacity for improved transparency over time

This Component will focus on strengthening structures for GHG data collection, processing, and sharing amongst GHG emitting sectors by improving inter- and intra-agency coordination. It will build on the results of CBIT Phase I by implementing the six inter-ministerial MoUs that were signed as well as pursue the engagement of the private sector, NGOs and the academia. The outcomes are;

Outcome 1.1: Strengthened state and non-state institutions to coordinate and manage the sectoral and national GHG Inventory system.

- **Output 1.1.1:** Functional GHG emission sector hub working groups (Energy, Waste, Agriculture, FOLU, IPPU and Transport) established - each with at least 40% women (that includes representatives from state and non-state actors).

- **Output 1.1.2:** Infrastructure/equipment/gadgets for MRV system and GHG data collection, processing, and interpretation purchased.
- **Output 1.1.3:** Institutions and Individuals capacitated for actively coordinating and sharing GHG data for the functioning of the sectoral and national GHGI and MRV system (State and non-state actors (CSO/NGO, private sector, and academia), with at least 40% of the participants being women).

Outcome 1.2: Strengthened collaboration and coordination between CCD and other sectors.

- **Output 1.2.1:** Enhanced coordination and collaboration between CCD and other sectors facilitated for improved transparency reporting.
- **Output 1.2.2.:** MRV system operationalized through training and data collection on Climate actions (Adaptation, mitigation, SDGs and Support (Finance, Capacity building and Technology transfer), of at least 30 trainees with at least 40% of the participants being women.

Component 2: Strengthening the technical capacity of state and non-state actors for enhanced transparency reporting

This Component will ensure the focal points within key government ministries and institutions in the IPCC sectors (AFOLU, IPPU, Transport, Waste, and Energy) and other stakeholders from academia, civil society and the private sector will be further trained in GHG data collection, processing, and transmission of GHGI data. The outcome is:

Outcome 2.1: Strengthened technical capacity of stakeholders to collect, process, and analyse activity data and feed GHG sectoral data into the national GHGI (at least 40% women).

- **Output 2.1.1:** Comprehensive and gender-responsive capacity needs assessment with recommendations for enhanced transparency reporting.
- **Output 2.1.2:** Gender sensitive tools (protocols, emission factors, technical guides) developed and implemented to support the Government in monitoring progress towards achieving the NDC targets and for monitoring companies and agencies in meeting their emission targets.
- **Output 2.1.3:** National and sub-national stakeholders (disaggregated by sex) from institutions working in the GHG emission sectors trained (to utilize the GHG equipment purchased by the project, collect activity data for GHG reporting, QA/QC, and emission factor - with at least 40% women).

Component 3: Learning and knowledge sharing

This Component will strengthen the sharing of transparency-related information, including the aggregation of data for GHG inventory from different emission sectors and the reports on the implementation of Project outcomes under Components 1 and 2, through the Integrated Knowledge Management Platform of MWE/CCD. The outcome is:

Outcome 3.1: Strengthened coordination, learning and sharing between the CBIT II Uganda project and ongoing transparency initiatives.

- **Output 3.1.1:** CBIT Uganda Focal Point facilitated to undertake his/her functions and responsibilities to plan, link and coordinate transparency activities.
- **Output 3.1.2:** Learning and exposure visits facilitated for selected stakeholders (e.g., COP, South-to-South exposure visits and attending the CBIT Global annual meeting).
- **Output 3.1.3**: Gender responsive and inclusive knowledge management products generated, disseminated and uploaded on the Climate Transparency Platform managed under the CBIT Global Support Programme.

Component 4: Monitoring and evaluation

This component is designed to support project monitoring systems providing systematic information on progress in meeting project outcomes and output targets. The outcome is;

Outcome 4.1: A gender-sensitive monitoring and evaluation framework for the project
- **Output 4.1.1:** Periodic M&E reports generated and submitted to CI-GEF Agency
- **Output 4.1.2:** Terminal Evaluation commissioned by CIGEF.

Africa Innovations Institute is looking for a qualified specialist to fill the vacancy of a Communications Officer and support activities of the Capacity Building Initiatives for Transparency (CBIT II) Project.

Overall duties:
a. Develop and implement an effective communications strategy based on CBIT II Project target audience.
b. Develop, manage and disseminate knowledge and information to various CBIT II Project stakeholders, both internally and externally.
c. Ensure consistency of voice, branding, and publication in all channels, is compliant with AfrII, GOU, CI, and GEF Communication Policies and Guidelines.
d. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
e. Monitor and evaluate communication metrics to assess the results and impact of various communication strategies, and provide strategies for future initiatives.

Roles and Responsibilities:
A. External Communication
- **Media relations:** In consultation with the Project Technical Lead establish and maintain effective relationships with media representatives/journalists, pitch stories, manage media inquiries and arrange interviews for the project and the institute. Maintain records of media coverage and collate analytics and metrics to assess impacts of the communication.
- **Press releases**:Write and disseminate press releases to share project news, announcements and achievements.
- **Social media management:** create and implement social media strategies to engage with public, share information, and promote the project, implementing partners and donor brands.

B. Internal Communication

- **Employee communication:** Develop and disseminate internal communication, such as newsletters, intranet content, and the institute's announcements.
- **Executive communication**: Assist senior management in crafting key messages/talking points, speeches and presentations.
- **Change management communication**: Develop communication strategies to support the institutes changes and new initiatives.

C. Content Creation

Writing and editing: Regularly develop, edit and produce high quality content for CBIT II Project website, and social media platforms. The content includes; articles, factsheets, blog posts, periodic reports and other written materials.

Visual content creation: Develop visual content such as photographs, videos, and infographics, to support communication initiatives.

Branding and messaging: Ensure consistent branding and messaging across all communication channels. Seek opportunities to enhance the reputation of the CBIT II project, AfrII, GOU-MWE, CI-GEF brands, and coordinate publicity events of the project as required.

D. Issue and Reputational Management

Develop and implement crisis communication plans to prevent/manage reputational risks.

In consultation with the Technical lead respond to and manage issues that may impact the project/implementing partners, Executing Agency and development partner's reputation.

Develop proactive communication strategies to monitor and maintain the project and institutes reputation**.**

Qualification and experience:

1. At least a Bachelor's degree in Communication, Journalism, Public Relations or related field.
2. Minimum of 2 years' relevant experience in a communications role.
3. Knowledge of desktop publishing software (InDesign/Photoshop etc).
4. Proficient in MS Office, MS Publisher, content management systems, and social media platforms.
5. Professional certification is added advantage.

Core Skills

1. **Verbal and written communication**: Excellent writing, speaking and presentation skills to craft and deliver messages effectively
2. **Interpersonal skills**: Ability to build relationships with diverse stakeholders, including colleagues, media, and the public
3. **Strategic thinking**: Capacity to develop and implement communication strategies that align with CBIT II and AfrII goals

Technical Skills

1. **Media relations**: Knowledge of media operations, including pitching stories. Writing press releases, and managing media inquiries.
2. **Content creation:** Ability to produce high-quality visual/written content for various channels, including social media, websites, and newspapers/letters in a clear, concise style.

3. **Digital communication tools**: Familiarity with design, publishing and communication software, including: email publicity platforms, social media management tools, and content management systems.
4. **Data analysis**: Basic understanding of data integration, analysis and interpretation to measure communication effectiveness.

Soft Skills
1. **Time Management**: Ability to work under pressure, prioritize tasks and meet deadlines.
2. **Teamwork**: Collaborative mindset to work with cross-functional teams, including senior management, colleagues and external partners
3. **Adaptability**: Flexibility to adapt to changing circumstances, priorities, and communication channels.
4. **Emotional intelligence**: Self-awareness, empathy, and social skills to effectively navigate and diplomatically handle complex/sensitive communication situations (e.g. human rights action, political developments, public attitudes and local conditions) with target audiences and cultivate productive relationships.

The application should include a cover letter, curriculum vitae with three referees, copies of academic certificates, and sample materials/ publications from previous similar assignments.

Complete, detailed applications must be submitted by **14ᵗʰ February 2025 4:30 pm (EAT),** in a sealed envelope to the following address:

Plot 1544, Koire Close, Off Old Kiira Road, Bukoto Tel: +256768 229 363; or as pdf by Email to: cbit.mwe@afrii.org copy to info@afrii.org Attention: Technical Lead, CBIT II

Confidentiality
All applications shall be treated as confidential.

Gender consideration – Africa Innovations Institute is an inclusive non-discriminative institution committed to gender equality and promoting inclusivity. Women are encouraged to apply.

Prohibited practices and institutional policies- The applicant should ensure that they comply with AfrII, GOU, and CI-GEF policies on anti-corruption, anti-terrorism and other prohibited practices (https://www.conservation.org/docs/default-source/gef-documents/prohibited-practices.pdf?sfvrsn=f1e1d9f3_0)