



Date: 15/05/2023

Ref: BCH/HRM/05/2023

JOB ADVERT FOR POST OF “COMMUNICATIONS OFFICER”

Applications are invited from suitably qualified candidates to fill the vacant post of **Communications Officer** at C.O.U Bwindi Community

Minimum Qualifications

Applicants should be in possession of an Honors Bachelor’s Degree in Mass Communication; Journalism; Communication Studies; Public Relations; Public Administration; International Relations; Arts; Law; Social Sciences; or a relevant field of study from a recognized University / Institution.

Applicants should among others, have the following competencies:

Ethics and integrity; interpersonal, communication, and computer skills; ability to adapt to multi-cultural settings; effective organizational and planning skills; time management, technical, report writing, and negotiation skills; capacity for teamwork; innovation and concern for results, quality, and standards.

Duties

The incumbent will be responsible to the Communications Team Lead for performing the following duties:-

- ✓ Identifying pertinent issues in the media for necessary action;
- ✓ Implementing public relations and information dissemination programs;
- ✓ Responding to information-related concerns and queries from the public;
- ✓ Disseminating materials (newsletters, brochures, annual reports, etc.) for raising awareness about the institution and other government programs;
- ✓ Updating a repository (electronic and/or otherwise) of records on press and donor releases and other relevant communication materials;
- ✓ Conducting research and providing content on specific issues on all media platforms;
- ✓ Liaising with different entities for appropriate information dissemination whenever necessary;
- ✓ Identifying grants and participating in their application
- ✓ Active participation in fundraising activities.
- ✓ Any other duties as may be assigned from time to time.

Application Process:

Applications with an updated CV addressed to the “**Human Resource Manager,**” Bwindi Community Hospital, P.O. Box 58 Kanungu” should be submitted electronically as one attachment only in portable documents format (pdf) indicating the name and position applied for in the subject line to email address “**secretarybwindihospital@gmail.com**” and copied to hrbwindihospital@gmail.com” not later than **24th May 2023**