



JOB ADVERTISEMENT

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A world class, global leader in sustainable forest management", while it's Mission is "To sustainably manage and develop the country's Central Forest Reserves and to provide quality forestry products and services for the socio-economic development of Uganda".

NFA seeks to recruit a qualified Ugandan to fill the following position.

POSITION: COMMUNICATION AND PUBLIC RELATIONS MANAGER (1 POSITION)

Reports to: Executive Director

Duty Station: Headquarters Kampala

Salary Scale: NFA 3

Terms of Employment: Three (3) year contract (Renewable)

Job summary: To manage NFA's public communications, relations and advocacy function, foster stakeholder appreciation of NFA's mandate and related matters.

Responsibilities and tasks:

- Develop and implement NFA's, communication strategy and brand manual.
- Develop approaches that promote NFA's corporate brand and monitor its usage by various stakeholders.
- Plan and budget for the communication and public relations unit.
- Initiate, maintain and review NFA media relations and coverage .
- Develop, implement and periodically review tools for educating stakeholders on forestry related activities and the mandate of NFA.
- Engage corporate entities to enlist support for NFA's initiatives.
- Prepare and disseminate NFA information, press releases, statements and communication materials.
- Manage and guide NFA's publications that are submitted to the media
- Organize NFA's corporate events.
- Develop NFA's Corporate Social Responsibility (CSR) strategy, guide, track and report on the implementation.
- Support NFA staff in managing public relations and communications.
- Establish guidelines that enable internal collaborations with Departments to ensure that their productions, advertisements and promotional materials are well aligned with the approved corporate brand standards.
- Provide feedback to the public and respond to media inquiries.

- Perform any other duties as may be assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competences:

- Bachelor's degree (Honours) in Public Relations, Journalism or Mass Communication from a reputable institution.
- Master's in Public Relations, Journalism, Mass communication or related field is required.
- Minimum of five (5) years' experience working in the mainstream media, corporate communications and/or public relations with a reputable organization of which three (3) years should be at managerial or senior supervisory level.
- Knowledge of software for publishing and on-line communication.
- Minimum of thirty five (35) years of age.
- Good leadership, management and interpersonal skills.
- Good Communication skills.
- Integrity and confidentiality.
- Networking, presentation and persuasive skills.
- Resilience

Criteria for application

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal address, e-mail and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on 28th February 2022 or send soft copies to info@nfa.go.ug.

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

NFA is an equal opportunity employer and women are encouraged to apply.

Applications should be addressed to:

The Executive Director

National Forestry Authority

Plot10/20 Spring Road, Bugolobi

P.O. Box 70863, Kampala-Uganda

Tel: 0312 - 264035/6; 0414-360400