



THE UGANDA COUNTRY
COORDINATING MECHANISM
FOR THE GLOBAL FUND
To Fight AIDS, Tuberculosis & Malaria

UGANDA COUNTRY COORDINATING MECHANISM FOR THE GLOBAL FUND

Job Description for the Position of Communications Officer (Part-time)

Position Title: Communications Officer

Reports to: CCM Executive Secretary / Coordinator

Duty Station: Uganda CCM office, C/o Uganda AIDS Commission, Ntinda Kampala, Uganda

Contract Duration: 3 years,

Purpose of the Position

The Communications Officer will support the CCM Secretariat to enhance the visibility, communication, and public profile of the CCM and the Global Fund-supported programs in Uganda.

The role will involve strategic communication with a view of effectively engaging internal and external audiences of the CCM while exploiting all opportunities / platforms available. The purpose is to keep stakeholders regularly updated on the CCM implementation, operations and progress.

Key Objectives

1. Strengthen visibility and positioning of the CCM
2. Communicate the impact of Global Fund investments in Uganda
3. Support stakeholder engagement and information dissemination
4. Promote transparency and accountability through effective communication
5. Support documentation and knowledge management of CCM activities

Key Roles and Responsibilities

A. Strategic Communication & Visibility

- a) Review, update and implement a CCM Communication and Visibility Strategy
- b) Enhance the visibility of CCM activities, achievements, and impact
- c) Ensure alignment with Global Fund branding and communication guidelines within the Country frameworks
- d) Support positioning of CCM in national and international platforms

B. Content Development & Storytelling

- a) Develop high-quality communication materials including:
 - o Success stories and human-interest stories
 - o Press releases and media briefs
 - o Speeches and talking points (for Chairperson, Coordinator, etc.)
 - o Newsletters and reports
- b) Document impact of Global Fund investments (HIV, TB, Malaria, RSSH)
- c) Translate technical content into clear, compelling narratives

C. Media & Public Engagement

- a) Support engagement with media houses and journalists
- b) Coordinate media coverage for key CCM events (launches, dialogues, oversight visits)
- c) Develop and maintain a media contact database
- d) Monitor media coverage related to CCM and Global Fund

D. Digital Communication & Knowledge Management

- a) Manage and update CCM digital platforms (website, social media if applicable)
- b) Ensure regular updates and visibility of CCM activities online
- c) Develop multimedia content (photos, videos, infographics)
- d) Maintain a repository of communication materials and documentation
- e) Support quality assurance for communications and branding to ensure coherence of communications and messages in line with key programme stakeholder audiences

E. Event Communication Support

- a) Provide communication support for CCM events, including:
 - o National dialogues
 - o Board and stakeholder meetings
 - o Oversight visits
 - o Strategy launches and dissemination events
- b) Prepare communication materials (banners, briefs, talking points, reports)

F. Internal Communication & Coordination

- a) Support internal communication within the CCM Secretariat and Committees
- b) Work closely with Technical Advisors to package and communicate technical outputs
- c) Facilitate information flow between CCM, stakeholders, and partners

G. Evaluation

Measure the effectiveness of communication engagements through periodical communication audits . surveys in consultation with internal and external stakeholders with the intention of ensuring that the resulting insights continuously inform and improved future programme communication engagements.

9. Reporting and Collaboration

The Communications Officer will report directly to the CCM Executive Secretary/Coordinator, work closely with Technical Advisors and Secretariat staff and Engage with stakeholders including CCM Board Members, MOH, PRs, Development Partners, and CSOs

5. Key Deliverables

- a) CCM Communication and Visibility Strategy reviewed
- b) Quarterly communication reports,

- c) At least:
 - 2–3 success stories per quarter – news bulletins, or briefs
 - 1-2 Media briefs/press releases for key events
- d) Updated CCM communication platforms (website/social media)
- e) Documentation of key CCM activities and milestones
- f) Communication inputs into CCM reports and Board materials
- g) Quarterly Digital Newsletter

6. Qualifications and Experience

Education

- a) Bachelor's degree in Communications, Journalism, Public Relations
- b) Relevant Postgraduate qualification is an added advantage

Experience

- a) At least 5 years' experience in communications and media engagements working with Government, Civil Society, Private Sector, and Development Partners
- b) Experience working with Public Sector and Development Partners is an added advantage

Skills and Competencies

- a) Excellent writing, editing, and storytelling skills
- b) Ability to translate technical content into language appropriate for the diverse audiences
- c) Health Communications and Advocacy Skills
- d) Strong understanding of media and public communication
- e) Digital communication skills (social media, web content, basic design tools)
- f) Strong interpersonal and stakeholder engagement skills
- g) High level of professionalism, integrity, and confidentiality