

JOB ADVERTISEMENT

Applications are invited from suitably qualified Ugandans to fill the vacant post of Manager Public Relations and Corporate Affairs that exists at National Identification and Registration Authority (NIRA) Headquarters-Kampala.

Applicants should attach three sets of recently certified copies of their academic documents plus three recent passport size photographs.

Applications should be submitted to the Human Resource Department at NIRA Headquarters located at National Independence Grounds-Kololo Airstrip not later than **6th January 2023**.

Job title: Manager Public Relations & Corporate Affairs

Reports to: The Executive Director

Job Purpose: To provide overall leadership to the department of Public Relations & Corporate Affairs and contribute to the attainment of the Mandate and goal of NIRA

Key Responsibilities & Duties:

1. Leads in the research, development and implementation of a Communication Strategy, standards and practices that elicit, as well as promote the views of the organization.
2. Works in liaison with other directorates to oversee the implementation of the corporate communication strategy and quality assurance
3. Establishes, manages and maintains key stakeholder relationship and strategic partnerships in the communications industry locally and internationally.
4. Approves all press releases and publicity before their printing and issue
5. Cultivates supportive relationships with internal and external stakeholders to ensure proper dissemination of the services of the organization that will promote the work and reputation of the

NIRA

6. Builds sound relationships with key industry media and positively influence the content of news stories relevant to NIRA.
7. Provides leadership to the department staff, supervises and manages their performance and development in line with the organization's goals, objectives, policies and regulations.
8. Develops departmental annual work plans and financial budgets and monitors their implementation in line with the Business plan.
9. Produces annual corporate communications plans encompassing corporate campaigns and departmental-based campaigns which need to be published on an ongoing basis.

Education and Professional Qualifications:

- a) A Bachelor's Degree with Honors in Public Relations, Communications, Law and any other relevant fields from a recognized institution.
- b) Should be a member of the Public Relations Association of Uganda
- c) A Master's degree will be an added advantage

Skills, knowledge and attributes:

- a) Ability to effectively prioritize and execute tasks in a high-pressure environment to drive results.
- b) Events management
- c) Excellent written and verbal communication skills
- d) Interpersonal skills
- e) Customer focus
- f) Initiative and innovation

Working experience:

At least 7 years of relevant work experience three (3) of which must have been served at management level preferably in a reputable Public or Private organization.