



## **MENTAL HEALTH UGANDA - VACANCY**

Mental Health Uganda (MHU), is a local Non-Governmental Organization established by people with a lived experience of mental health problems. It exists to create a unified voice that influences the provision of required services and opportunities, in favour of people with and survivors of mental health problems in Uganda. MHU, wants to recruit a young professional to support its communications agenda.

<b>1. Job Title:</b>	Communications Assistant
<b>Reporting to:</b>	Communications Officer with a dotted line to the Program Manager
<b>Responsible for:</b>	No direct responsibility
<b>Key relationships:</b>	MHU staff at the secretariat, people with a lived experience of mental health problems, volunteers, partners, donors, media, etc.
<b>Work station:</b>	Kampala, with occasional travel
<b>Contract Type:</b>	Part Time, 5 months with possible extension
<b>Working hours:</b>	8:30am- 5:00pm for 2-3 days a week
<b>Start date:</b>	As soon as possible

### **Job Purpose**

Working closely with the Communications Officer, the Communications Assistant supports the creation and transmission of content that will further MHU goals. It needs someone who can promote its brand, interact with the public and establish productive relationships with key stakeholders and policymakers.

### **Main duties and responsibilities of the role**

- Support the regular update of the MHU website;
- Support the management of all MHU social media platforms;
- Participate in the design, production and dissemination of MHU visibility materials;
- Support the production and publication of the MHU quarterly newsletter and or news articles;
- Document and disseminate success stories from MHU interventions;
- Contribute to collecting, editing and publishing of human-interest stories;
- Support knowledge sharing on mental health service provision in local, national and other relevant groups.

### **Person specifications**

Degree in Communication, Journalism or any other relevant field; with a minimum of 2 years relevant working experience, preferably in an NGO environment. Previous work with persons with disabilities will be a plus.

### **Essential criteria**

- Excellent writing, editing and reporting skills
- Experience in website management
- A strong appreciation and use of different social media platforms
- Strong photography and videography skills

- Attention to detail and accuracy
- High level of English, both written and verbal
- Detail-oriented and proactive
- ICT skills in Word, PowerPoint, Graphic Designs, Digital technology, using smartphones, etc.

#### Desirable criteria

- Proactive and motivated with a strong commitment to MHU's vision, mission and values
- Soft skills such as working in a team, working autonomously, etc.

#### **Application process**

Interested individuals should send a **motivation letter and CV as one PDF document/file (of maximum 5 pages, not later than 4:00pm on Tuesday 2<sup>nd</sup> April 2024** via email to [mhu@mentalhealthuganda.org](mailto:mhu@mentalhealthuganda.org) - subject line is the job title e.g. "Communications Assistant". **Do not send academic documents** – heavy files containing academic documents or submitted as images and or late applications will not be considered. **Only shortlisted candidates will be contacted.** The Letter must also include the details of 2 suitable referees who can comment on the candidate's ability. Women and Persons with disabilities are highly encouraged to apply including those with a living experience of mental health problems.

#### **Note**

MHU promotes zero tolerance for discrimination/harassment based on gender, sexual orientation, sexual identity, religious beliefs etc. All staff and volunteers shall adhere to strict guidelines in order to facilitate "silent" inclusion. Members will also adhere to MHU's safeguarding provisions – a set of procedures and practices designed to ensure that no harm comes to project beneficiaries as a result of contact with MHU's programs, operations or individuals.