



**School of Law**  
Makerere University

## **Call for Employment Applications:**

**Position: Communication Assistant**

### **About PILAC:**

PILAC is the premier University-based Law Clinic in Uganda. Established in 2012, PILAC seeks to promote Social Justice through a hands-on experiential learning approach as well as exposing students to live cases of individuals who have been confronted by the law in its varied manifestations. The Clinic has a Clinical Legal Education (CLE) programme, which is a hands-on learning programme intended to equip law students with public interest lawyering skills, Community Law Programme and Mobile Clinic (CLAPMOC) which is used to extend legal literacy sessions, legal aid service provision and other legal services to the communities around the university specifically in Kikoni, Kivulu, Kikubamutwe, Katanga and Lwengo District. The Clinic also offers prison interventions and outreaches in Mubende and Wakiso and engaging in research and advocacy targeting vulnerable groups. In addition to these programs is the training of legal practitioner on public interest litigation under the Network of Public Interest Lawyers (NETPIL) umbrella.

PILAC is currently implementing a project titled: Using Legal Education to promote public interest lawyering and improve on access to Justice with support from the Democratic Governance Facility.

**Term of Employment:** The Initial Contract is of 11 months, with possibility of renewal subject to performance and availability of funds.

**Terms of service:** Full time

**Start date:** Immediate

### **Job Specification and qualifications**

- Bachelor's degree in Mass Communications, Public Relations, Human Rights, communications, or other related fields, with knowledge of communication and Advocacy (a post graduate degree/diploma is desirable)
- At least 3 years of professional work experience in communications and advocacy or public relations
- More than two years of experience in writing reports, designing, editing and producing publications,
- Extensive experience in the field of communication, media and project management
- Highly skilled in conceptualizing, writing and selling to internal and external audiences

- Excellent oral communication skills, including presentation (Power point or Prezi) with strong attention to detail
- Website content writing, editing and proof reading.
- Social Media skills
- Knowledge of MS Office applications and desk top publication

### **Job Description**

- Support the project in the implementation of the PILAC Communication strategy through developing effective messages, medium identification, monitoring and evaluation of communication interventions in the project.
- Ensure that communications activities undertaken promote a positive image of the organization and its programmes amongst communities, media, stakeholders and other targeted audiences.
- Collect change stories, success stories and document them with guidance from the Monitoring and Evaluation Officer.
- Take photos at all PILAC events and ensure that an archive of the photos is kept.
- Liaise with media to create awareness of PILAC events and activities as well as organising coverage of events with media
- Oversee the organisation's branding, design principles and guidelines for Projects' materials and products, ensuring their consistent application.
- Prepare and edit news releases, briefing notes, features, media talking points, and other project documents.
- Produce media briefs, kits and timely press releases and build internal capacity to work with media effectively.
- Oversee the production of high quality publishable materials.
- Carry out the advocacy function of the programme including identifying and developing advocacy messages, relevant audiences and stake holders.

**Interested candidates should submit an application letter together with a curriculum vitae to the PILAC Coordinator at [chrismbazira@gmail.com](mailto:chrismbazira@gmail.com) and copied to [ahumuzadianah@yahoo.co.uk](mailto:ahumuzadianah@yahoo.co.uk) not later than 4<sup>th</sup> May 2018.**