

JOB DESCRIPTION

Position Title: Communications Officer

Location: Kampala, Uganda

Reports to: Head of Operations

Type: Part-time (6-month renewable contract)

ABOUT FINDING XY

[Finding XY](#) is an innovation center with registered offices in Uganda and Kenya supporting the growth of Small and Growing Businesses through business development, project consulting, and investment services in Africa. Through its enterprise support programs, Finding XY creates communities where there is no poverty, with gender equality by creating opportunities for economic growth, with decent work, and by empowering Micro, Small, and Medium Enterprises (MSMEs) through innovation.

DETAILS ABOUT THE ROLE

The **Communications Officer** will be responsible for driving Finding XY's visibility, storytelling, and engagement efforts. This role will lead content creation, manage digital platforms, support program communications, and contribute to the organization's positioning with development partners, investors, MSMEs, and the broader ecosystem. The Officer will play a key role in shaping how Finding XY communicates its mission, results, and impact across Uganda and the region.

YOUR CONTRIBUTION

As the Communications Officer, you will:

1. Content Development & Brand Visibility

- Create and manage compelling written, visual, and multimedia content (success stories, blogs, newsletters, reports, case studies, etc.)
- Lead development and execution of Finding XY's communication calendar
- Ensure consistency in tone, language, and design across all platforms and communications
- Maintain brand guidelines and update marketing materials as needed

2. Digital & Media Engagement

- Manage website updates and monitor performance

- Oversee and grow Finding XY’s social media presence, including content planning, community engagement, and analytics
- Coordinate media outreach and maintain relationships with journalists, bloggers, and media houses
- Monitor press coverage and manage media archives

3. Program and Institutional Communication Support

- Work closely with program teams to document project progress, success stories, and lessons learned
- Design and package donor reports, investor decks, and event materials
- Support organization of ecosystem events, webinars, and visibility campaigns
- Ensure communications support during program launches and key announcements

4. Strategic Communication and Learning

- Contribute to the development and implementation of the organizational communication strategy
- Track communication KPIs and contribute to reporting and learning
- Advise internal teams on communications tools, trends, and platforms to enhance outreach and engagement

OUR OFFER

This role offers a unique opportunity to:

- Contribute to shaping narratives in the entrepreneurship and impact investment space
- Be part of a collaborative, impact-driven team focused on innovation and growth
- Gain exposure to a range of programs, partners, and creative projects

QUALIFICATIONS AND QUALITIES

We’re looking for someone who:

- Holds a Bachelor’s degree in Communication, Journalism, Public Relations, or a related field
- Has at least 3 years of experience in communications, preferably in a development or enterprise-support environment
- Is a strong writer with proven skills in content creation for multiple platforms
- Has working knowledge of social media management, design tools, and basic web content management

- Understands Uganda's development and SME ecosystem
- Is proactive, creative, detail-oriented, and comfortable working with diverse teams

HOW TO APPLY

If you're excited about this opportunity and believe you're a great fit, we'd love to hear from you! Please send your application to **hr@findingxy.com** with the subject line:

"Communications Officer Application – [Your Name]"

Your application should include:

- ✓ A one-page cover letter explaining why you're interested in this role and how your skills align
- ✓ Your CV (no more than 2 pages), with at least 3 relevant references

Application deadline: July 4, 2025

Only shortlisted candidates will be contacted.