



The Microfinance Support Centre Ltd
Plot 32, Nakasero Road, Kampala
P. O. Box 33711 Kampala, Uganda
Tel: 041-4233 665/ 031- 263 779, Fax: 041-4233 673
Email: msc@msc.co.ug

ADVERTISEMENT FOR VACANT JOB

Position: SENIOR PUBLIC RELATIONS OFFICER
Reports to: MANAGER COMMUNICATIONS

Purpose:

Responsible for promotion and maintenance of a good corporate image of MSCL in the public domain, its clientele and partners.

Key Result Areas

1. Well organized press conferences
2. Well written speeches
3. Good media networks
4. Effective PR strategies
5. Company brochures and in-house magazines
6. Alive social media flat forms

Key Accountabilities:

1. Plan, develop and implementing Public Relations strategies.
2. Liaise with and answering enquiries from media, individuals and other organizations.
3. Research, write and distribute press releases to targeted media.
4. Collate and analyze media coverage.
5. Create and write in-house magazines, case studies, speeches, articles and annual reports.
6. Prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs.
7. Devise and coordinate photo opportunities.
8. Organize events including press conferences, exhibitions, and press tours etc.,
9. Maintain and update information on the MSC website.
10. Manage and update information and engage with users on social medial.
11. Manage the public relations aspect of a potential crisis situation.
12. Perform any other duties as assigned by supervisor.

Qualifications and experience:

- Honors degree from a recognized University / Institution in any of the following; Mass communication, Public Relation, Social Studies or any other related fields.
- Possession of a Master's degree from a recognized University / Institution will be an added advantage.
- Possession of relevant professional qualification will be an added advantage.
- Six (06) years of progressive working experience in public relations, marketing or related field with at least 3 years of related work experience at the supervisory level.
- Possession of relevant computer skills.

Competencies/Person Specifications:

1. Ability to demonstrate excellent interpersonal relationship Skills.
2. Ability to inspire, motivate and influence at all levels of partnerships.
3. Ability to demonstrate assertive behaviour, a creative, innovative & self-motivated person.
4. Ability to demonstrate business acumen with the flexibility and creativity to achieve results, a person of Innovation and flexibility in PR
5. Ability to generate new ideas, solutions and develop creative approaches.
6. Ability to work cooperatively with others to be part of a team.

Candidates with the requisite qualifications should send their application with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right corner to be received not later than **5th July, 2024**. Shortlisted candidates will be informed of the status of their applications by **19th July, 2024**.

Job Applications should be addressed to:

The Recruitment Specialist
The Microfinance Support Centre Limited,
Plot 32, Nakasero Road
P.O. Box 33711 KAMPALA

MSC is an equal opportunity employer and is open to transparent recruitment processes. Any form of lobbying/canvassing for support will lead to disqualification of the concerned candidate. Submission of falsified academic documents and/or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.

*The Microfinance Support Centre Ltd, Plot 32, Nakasero Road, Kampala, P. O. Box 33711
Kampala, Uganda*

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✉: [@MSCuganda](#)