

JOIN CLINIC RESEARCH CENTRE



The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint-venture between the Uganda Ministry of Health (MoH), Ministry of Defense and Makerere University Medical School (now Makerere College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

A vacancy at JCRC exist for a well-qualified and experienced person to be filled as indicated below;

Job Title: Communications Officer

Department: Administration and Operations

Reports to: Communications Manager

Duty Station: Lubowa-JCRC Headquarters

Directly Supervises: None

Job Summary: The Communications Officer is responsible for the strategic development, coordination, and implementation of internal and external communication initiatives targeting staff, partners, stakeholders, donors, media, and the general public, in accordance with JCRC policies and brand guidelines.

The incumbent will lead content development, digital engagement, brand management, media relations, and documentation to enhance institutional visibility, reputation, and stakeholder engagement. The role ensures consistency in messaging, tone, visual identity, and publishing frequency across all communication platforms.

Duties and Responsibilities:

- 1) Lead the development, review, and institutional approval of the JCRC Brand Manual to safeguard and strengthen brand identity.
- 2) Ensure all communication and marketing materials are fully compliant with approved brand standards and corporate identity guidelines.
- 3) Develop, write, edit, and disseminate high-quality content including website copy, press releases, speeches, newsletters, brochures, annual reports, policy briefs, and marketing materials.
- 4) Manage and optimize JCRC's digital platforms, including website and social media channels, ensuring timely, strategic, and audience-tailored content dissemination.
- 5) Provide editorial oversight for institutional publications and ensure quality assurance prior to publication.

- 6) Maintain and regularly update digital media archives (photographs, videos, multimedia assets).
- 7) Establish and maintain strategic relationships with media houses and journalists; coordinate media briefings, interviews, and press engagements.
- 8) Monitor, analyse, and report on communication performance metrics, including social media analytics and campaign effectiveness.
- 9) Develop and support crisis communication and escalation protocols in collaboration with Management.
- 10) Support the development and implementation of the JCRC Communication Strategy aligned to the five-year Strategic Plan.
- 11) Coordinate Corporate Social Responsibility (CSR) communication initiatives aligned to JCRC's mission and vision.
- 12) Produce high-quality multimedia content (photography, videography, video editing, graphic design) to support digital storytelling and documentation.

Required Skills and Competencies

- Advanced technical proficiency in photography, videography, video editing, and graphic design for digital platforms.
- Demonstrated expertise in social media management and website administration using Content Management Systems (CMS).
- Strong working knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop), WordPress, and other digital productivity tools.
- Proven capacity to develop Information, Education and Communication (IEC) materials and web-based documentation.
- Knowledge of communication research, strategic planning, audience segmentation, and donor-focused messaging.
- Excellent written and verbal communication skills, including professional press release and feature writing.
- Strong interpersonal, negotiation, and stakeholder engagement skills.
- Ability to work under pressure, meet tight deadlines, and maintain high attention to detail.
- Fluency in English (mandatory) and any other language an added advantage.
- Willingness and ability to travel frequently to last-mile communities for documentation; possession of a valid riding permit is an asset.

Qualifications

- Bachelor's Degree in Communications, Journalism, Public Relations, or a related field.
- Minimum of three (3) years' professional experience in communications or media, preferably within donor-funded projects.
- Demonstrated portfolio of published work, including multimedia and digital content.

Application Procedure

- All applications should be addressed to The Manager Human Resource & Development Joint Clinical Research Centre via jobs@jcrc.org.ug.
- Applicants are **STRICTLY** advised to apply with a cover letter and CV combined in one PDF document not exceeding six pages, quoting clearly the Position in the subject line e.g. Project Manager-Clinical Research.
- Label the PDF document with your full name.
- Failure to follow the above application procedure will lead to automatic disqualification.

Deadline: Friday 10th March, 2026 at 5:00pm.

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.