

Communications and Reporting Officer (Uganda)

Organization: DanChurchAid (DCA)

Job Title: Communications and Reporting Officer

Duty Station: Kampala-Uganda

Reports to: Programme Development and Quality Team Leader

Number of positions: One (1)

Application Deadline: 6th July 2026

About US:

DanChurchAid (DCA) is a faith-based, non-missionary international NGO founded in 1922 and headquartered in Copenhagen, Denmark. DCA has worked in Uganda since 1979, implementing humanitarian and development programmes in partnership with local organizations. Our core work in Uganda includes humanitarian response, livelihoods and food security, and civil society strengthening. For more information Please visit: <https://www.danchurchaid.org/where-we-work/uganda>

Job Summary:

The Communications and Reporting Officer will enhance DCA Uganda's visibility, accountability, and learning by ensuring high-quality communication, documentation, and donor reporting. The role will support communication of DCA's work in humanitarian response, resilience building, climate adaptation, and peacebuilding, particularly in refugee-hosting districts and vulnerable communities across Uganda.

Key Responsibilities:

Communication and Visibility

- Support the development and implementation of DCA Uganda's communication and visibility strategies in line with organizational objectives and donor requirements.
- Develop and implement DCA Uganda's communication and visibility plan aligned with DCA global strategies. Ensure consistent branding and messaging across all communication platforms and materials, according to the DCA Uganda communication and branding guidelines.
- Ensure compliance with donor visibility requirements (Danida, EU, UN agencies, ECHO, etc.).
- Produce and disseminate high-quality communication products, including IEC materials, success stories, from field activities, case studies, newsletters, press releases, speeches, Newspaper articles, blogs, and donor visibility materials highlighting DCA's work in Refugee response and protection, climate resilience and green solutions and peaceful coexistence and social cohesion.
- Plan and coordinate photography and videography for projects, events, and field activities and produce and edit multimedia content, including videos, documentaries, photo stories, and digital campaigns for internal and external audiences.
- Ensure availability and custody of the assigned organisational equipment.
- Manage and update DCA Uganda's social media platforms and support website content updates.

Documentation and Knowledge Management

- Lead documentation of DCA Uganda programs, including achievements, impact, and lessons learned.
- Maintain a centralized digital archive (photos, reports, tools, success stories).
- Support field teams in Karamoja, West Nile, and other operational areas to document results.
- Develop knowledge products to support learning, advocacy, and partner engagement.
- Ensure quality control and consistency of all documentation outputs

Media Relations and Public Engagement

- Build and maintain relationships with media houses, journalists, and communication networks.
- Coordinate media coverage of organizational events, campaigns, and project activities.
- Prepare media briefs, talking points, and communication materials for external engagements.
- Coordinate media engagement and national-level visibility events and branding materials for

events.

Capacity Building and Localization Support

- Build capacity of DCA Uganda staff and National NGO partners in Storytelling and documentation, donor visibility compliance, ethical communication and safeguarding
- Develop simplified tools, templates, and guidance notes for field teams and partners.
- Provide ongoing mentorship to strengthen partner communication systems.
- Promote localization by amplifying partner voices and showcasing locally led initiatives.
- Develop communication materials that support advocacy campaigns, policy engagement, and public awareness initiatives.

Resource Mobilization and Business Development

- Support proposal development for new and ongoing projects in Uganda.
- Contribute to development of context analysis (Uganda humanitarian and development context) and communication and visibility sections of proposals
- Develop donor-facing materials such as Country fact sheets, impact briefs and organisational profiles
- Package field evidence and impact stories to support fundraising and donor engagement.
- Identify opportunities to strategically position DCA Uganda with donors and partners.

Reporting

- Integrate all DCA's work on climate change, resilience, and nexus programming narratives into communication outputs.
- Collaborate with MEAL and program teams to gather data, evidence, and beneficiary feedback for reporting and communication purposes.
- Ensure reporting reflects results, accountability, and learning in line with DCA and donor standards

Qualifications, Skills, and Experience:

- Bachelor's degree in communications, Journalism, Development Studies, or related field
- Master's degree is an added advantage
- At least 3–5 years of experience in communications/reporting in NGO or humanitarian settings
- Proven experience in using graphic design and multimedia production software, including **Adobe Creative Suite** (Adobe InDesign, Photoshop, Illustrator, Premiere Pro, or equivalent) and **Canva**, for the development of communication, visibility, and advocacy materials.
- Experience in Uganda context (INGO or local NGO) strongly preferred
- Familiarity with donor requirements (Danida, EU, UN, etc.)
- Excellent writing and storytelling skills
- Strong understanding of Uganda humanitarian and development context
- Photography and basic video editing skills (highly desirable)
- Ability to work with multicultural teams and local partners
- Proficiency in MS Office and digital communication tools
- Commitment to DCA's values and humanitarian principles
- Accountability and transparency
- Strong teamwork and partnership approach
- Results-oriented and adaptive
- Excellent coordination, analytical, facilitation, and communication and interpersonal skills.
- Cultural sensitivity and ability to work effectively with diverse teams and communities.
- Ability to multitask, work under pressure, and drive continuous improvement.
- Excellent communication, negotiation, and interpersonal skills.

How to Apply

All suitable, qualified, and interested candidates who wish to join the DanChurchAid (DCA) should

apply online through this link: [National vacancies \(danchurchaid.org\)](https://nationalvacancies.danchurchaid.org).

Equal Opportunity Statement

DCA is an equal opportunity employer and encourages all qualified candidates to apply regardless of age, gender, race, religion, disability, or ethnic background. Employment is subject to successful reference checks, anti-terror vetting, and compliance with DCA's Code of Conduct, PSEAH Policy, and Child Safeguarding Policy.

Only shortlisted candidates will be contacted