AFRICAN CENTRE FOR
A·C·M·E **MEDIA EXCELLENCE**

JOB OPPORTUNITY
Programme Officer – Media and Content Production

Date of issue: 26 September, 2025
Application deadline: 15 October, 2025
Start date: 1 December, 2025

BACKGROUND
The African Centre for Media Excellence (ACME) is a non-profit organisation that promotes excellence in journalism and mass communication in Africa, starting in Uganda. Since 2009, we have supported journalists and media development through training, research and reporting grants. ACME also runs journalism awards, convenes public dialogues, advocates for freedom of expression, and maintains a strong online presence to inform and stimulate debate. Our goal is to strengthen the media as a reliable source of public affairs information, a tool for accountability, and a platform for vibrant public debate.

THE POSITION
Programme Officer, Media and Content Production
The Programme Officer will establish and manage ACME's media production hub, developing its programming, workflows, and systems from the ground up. They will also contribute to the design and delivery of journalism training, produce high-quality content for ACME's website, social media platforms, and publications, and support ACME's research and communications outputs.

This is a cross-cutting role. The officer will work across ACME's training, communications, and research teams to ensure consistent, innovative and impactful outputs. They will contribute to ACME's wider mission of promoting professional excellence in journalism and strengthening the news media as reliable sources of information, tools for accountability, and forums for vibrant public debate.

We are looking for a candidate who is enterprising, highly organised, adaptive, and collaborative. Someone with intellectual curiosity, strong judgement, and a keen interest in journalism, media innovation, and public affairs.

KEY RESPONSIBILITIES
i) Manage ACME's media production hub, including planning, producing, and editing audio, video and digital content.
ii) Write, review, and edit articles, blogs, explainers, issue briefs and backgrounders for ACME's platforms.
iii) Manage and grow ACME's online presence, particularly on its website and social media pages.
iv) Contribute to the development and delivery of training modules for journalists in multimedia storytelling, online journalism and related skills.
v) Support the production of research reports, communications materials, and other information and knowledge products.

vi) Document ACME's projects and activities and generate content for internal and external dissemination.
vii) Collaborate across teams to document, package and showcase ACME's work.
viii) Perform any other tasks that advance ACME's mission and strategic objectives.

REQUIREMENTS

- A degree in journalism, communication or a related field; or a degree in another discipline with a professional qualification in journalism/communication.
- At least five years' experience in the news media, creative production or related industry.
- Demonstrated experience in creating, producing and managing multimedia content.
- Strong writing and editing skills.
- Active online presence and experience running websites or digital platforms.
- Excellent interpersonal and public communication skills.
- Ability to work with minimal supervision.
- Design skills are an added advantage.

TERMS

- Contract type: Three-year renewable, subject to performance and funding availability.
- Probationary period: Three months.
- Salary and benefits: Competitive and commensurate with experience.
- Start date: 1 December, 2025.

EQUAL OPPORTUNITIES

ACME is an equal opportunities employer. We value diversity and inclusivity in our team and strongly encourage applications from women, persons with disabilities, and individuals from historically marginalised or underrepresented groups.

APPLICATION PROCESS

Applicants should submit:

- A cover letter explaining their suitability for the role.
- A CV or résumé.
- Contact information of three referees - Name, designation and organisation if applicable, email, and phone number.

Deadline for applications: 15 October, 2025.

Applications should be sent by email to: admin@acme-ug.org; with the subject line: Application – Programme Officer, Media and Content Production

Only shortlisted candidates will be contacted.