



JOB OPPORTUNITY **PROGRAMME OFFICER, GRANTS AND FELLOWSHIPS**

BACKGROUND

African Centre for Media Excellence (ACME) is a non-profit media support organisation that champions excellence in journalism and mass communication in Africa, starting at home in Uganda. It occupies the space between the media industry and academic institutions that train journalists and offer degree and diploma qualifications. ACME's niche is to provide quality journalism training and related interventions with a short turnaround time as well as to conduct media monitoring and research to inform evidence-based freedom of expression advocacy and media support.

Our main goal is to support the media to be a more effective platform for the provision of information on public affairs, a tool for monitoring official power, and a forum for vibrant public debate.

ACME is operating under a strategy that runs from 2017 to 2021 and has three objectives: contribute to an increase in media quality through inspiring and supporting African journalists to seek and achieve professional excellence; contribute to improving the environment in which African media operate through advocating and promoting the right to media freedoms and freedom of expression; and promote media literacy through supporting the public and civil society to become critical users and producers of media and information.

Our broad activities include mid-career training for journalists; media literacy training for civil society, business, government, and the public; media monitoring and research; running a reporting grants scheme for journalists; recognising excellence through awards for journalists; convening public dialogues and symposia; maintaining an active online operation (website, online resource centre, social media platforms) to share information and debate media performance; and freedom of expression advocacy.

ACME was established in 2009 and is duly incorporated under the Companies Act, Cap.110 as a company limited by guarantee and not having a share capital. ACME is also registered as a non- governmental organisation with the NGO Bureau.

THE POSITION

Programme Officer, Grants and Fellowships

REPORTS TO

Director of Programmes



THE ROLE

You will work with ACME's founders and senior managers to promote the key objectives of supporting Ugandan journalists to seek and achieve professional excellence as well as contributing to efforts to make our news media more reliable and credible sources of information on public affairs, effective tools for monitoring official power, and vibrant forums for public debate.

You are expected to be enterprising, highly organised, open-minded, adaptive, passionate, persistent, and collaborative. You are also expected to possess intellectual curiosity, good judgement and a strong interest in journalism, new media, and traditional media.

JOB SCOPE

- Provide leadership over ACME's grants and training fellowships components;
- Monitor on an on-going basis progress of grant awardees and fellows;
- Coordinate the mentoring and coaching of grantees and fellows;
- Maintain an up-to-date record of grantees and fellows;
- Work with the M&E lead to ensure that appropriate service information about ACME's grants and fellowships programmes and their beneficiaries is collected and regularly reported both to management and funding partners;
- Look out for and pursue other funding opportunities that might expand or enhance ACME grants and fellowship opportunities;
- Design/develop training modules/curricula;
- Deliver training in areas of expertise;
- Participate actively in ACME's online/social media forums such as Facebook, Twitter, WhatsApp;
- Perform any such related activities that will enhance the centre's work in championing excellence in journalism and promoting freedom of expression.

SALARY

Very competitive

REQUIREMENTS

- A first degree in journalism/mass communication or a first degree in another field and a professional qualification in journalism/mass communication.
- At least seven years of experience in the news media industry.
- Demonstrated experience working with minimum supervision
- Strategic thinking and ability to conceive innovative work practices.



- Experience in training adult learners.
- Advanced writing and editing skills.
- Excellent interpersonal and public communication skills.

WHAT APPLICANTS SHOULD SUBMIT

1. A cover letter/application.
2. A CV or résumé.
3. Reference letters from two professional referees.

DEADLINE FOR APPLICATIONS

15 February 2020

START DATE

1 MARCH 2020

SEND APPLICATIONS TO THE FINANCE ADMINISTRATION OFFICER at snalwera@acme-ug.org and info@acme-ug.org