CALL FOR APPLICATION

PROGRAMME OFFICER – M-SPACE PROJECT

Date: 26th September 2025

Project Title: Media Support for Public Accountability and Civic Engagement in Uganda (M-SPACE)

Position Title: Programme Officer – M-SPACE Project

Type of Contract: Individual Contract

Host Organisation: Uganda Editors' Guild (UEG)

Location: Kampala, Uganda

Duration: 24 months (renewable based on performance and funding)

Reports to: Project Coordinator - M-SPACE Project

Start Date: 1 November 2025

Probation Period: 3 months

Application Deadline: 10th October 2025

About the Uganda Editors' Guild (UEG)

The Uganda Editors' Guild is a professional association for editors, senior journalists, and scholars of journalism and media studies. It exists to foster professionalism, encourage networking, and defend media freedom and independence. As a consortium partner in the M-SPACE project, UEG plays a strategic role in convening senior editors, shaping editorial standards, and promoting ethical journalism across Uganda.

1. Purpose of the role

The Programme Officer will lead the implementation of UEG's activities under the M-SPACE project, ensuring timely delivery, strategic alignment, and meaningful impact. This role is central to advancing the project's broader goals of strengthening media independence, promoting civic engagement, and enhancing public accountability. The officer will serve as the

operational and coordination focal point, driving progress and fostering collaboration across stakeholders.

2. Key responsibilities

A. Project management

- Lead the planning, execution, and reporting of UEG's M-SPACE activities, including trainings, forums, research, and convenings.
- Oversee the development of activity work plans, budgets, procurement requests, and implementation schedules.
- Ensure timely submission of activity reports, semi-annual and annual reports, and documentation of lessons learned.

B. Stakeholder engagement

- Coordinate with ACME and other consortium partners to align activities and share updates.
- Liaise with editors, media houses, civil society actors, and government stakeholders to mobilise participation and support.
- Represent UEG in project-related meetings and events.

C. Monitoring, evaluation, and learning

- Support data collection and reporting in line with the M-SPACE M&E framework.
- Track progress against indicators and flag implementation challenges.
- Contribute to knowledge products and social media updates to showcase project impact.

D. Communication and coordination

- Draft and disseminate internal and external communications related to project activities.
- Organise and document meetings, workshops, and forums.
- Maintain proper records and ensure smooth coordination across teams.

3. Qualifications and experience

- Minimum of a bachelor's degree in Journalism, Media Studies, Communication, Development Studies, or a related field.
- At least 3 years of experience in programme or project management, preferably in media development, governance, or civil society.

- Demonstrated experience in stakeholder engagement, event coordination, and donor reporting.
- Strong understanding of Uganda's media landscape and editorial workflows.

4. Core skills and competencies

- Excellent communication and writing skills.
- Strong organisational and time management abilities.
- Proficiency in Microsoft Office and project management tools.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience in monitoring and evaluation, including data collection and analysis.
- Editorial or journalistic experience is an added advantage.

5. Travel requirements

The Programme Officer will be expected to travel occasionally within Uganda, particularly to M-SPACE target regions, including Karamoja, West Nile, and Northern Uganda.

6. Outputs and performance indicators

- Timely delivery of activity reports, semi-annual and annual reports.
- Coordination of at least 9 major UEG-led activities under M-SPACE.
- Regular updates and contributions to UEG's social media and communication platforms.
- Documented stakeholder engagement and feedback.
- Contribution to M&E data and learning products.

7. Safeguarding and inclusion

The Uganda Editors' Guild is committed to promoting a safe and respectful working environment, free from exploitation, abuse, and discrimination. We strongly encourage applications from women, persons with disabilities, and individuals from diverse backgrounds.

8. Contract terms and benefits

- Full-time position based in Kampala.
- Initial contract duration: 24 months, renewable based on performance appraisal.
- Probation period: 3 months.
- Benefits include NSSF contributions and annual leave.

9. Application process

Interested candidates should submit:

- A cover letter detailing their suitability for the role.
- A CV with at least three professional references.

Deadline: 15 October 2025

Submission: Send your application as one consolidated PDF file to **info@ugandaeditorsguild.org**, copying **admin@acme-ug.org**.

Subject line: *Programme Officer – M-SPACE Project*

Only shortlisted candidates will be contacted.