



CARE INTERNATIONAL IN UGANDA

VACANCY

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence. CARE International **seeks to recruit highly motivated and qualified individuals to fill the following positions:**

1. Information Management and Documentation Coordinator: 1 Position: Location -Kampala

Job Summary

The primary responsibility of this position is to provide overall program related management information and documentation support to CARE Uganda program team, supporting information and documentation of projects, events, media relations and projects, website management and updates etc with the overall aim of maintaining safe access to critical program documents and raising CARE Uganda's profile and visibility.

I. Job Responsibilities

Job Responsibility 1: Key Program Information Management 35%

- Maintain the CO portfolio overview (summary of all grants with key results of the grants) and circulate on a quarterly basis;
- Maintain the CO geographic portfolio mapping that captures the geographic presence of each project;
- Ensure key program documents from all active grants are safely archived on available platforms (Village, Cloud, etc), including approved proposals, approved budgets, final submitted progress, narrative and financial reports, MEAL documents (approved Log Frame, approved MEAL plans, base lines, end lines, final evaluations, etc); All as per standardized filing nomenclature for projects and programs; Ensuring easy "retrievability" when needed;
- Ensure the Knowledge Management of project closure is implemented by collecting, reviewing, refining and archiving Past Performance Templates of closing projects;

- Maintains database of all CO Program related MOUs with relevant institutions, e.g with Alliances & networks, with line Ministries, with District Local Governments, and sends alert to relevant colleagues for timely renewals;
- Support the MEAL staff and works closely with them on annual Project Information Reporting (PIRRS);
- Update Country Office Capacity Statement at least every six months based on projects' reports, PIRSS data, etc

Job Responsibility 2: Support the whole country office portfolio documentation and visibility efforts 35%

- Ensures all new and current staff are knowledgeable and well oriented in all relevant CARE Communications strategy (on brand, logos, etc), policies and tools (e.g. approval and vetting protocols, consent forms, etc);
- Manages the archiving of all communication materials (photos, stories, articles, videos, documentaries) with associated approvals and consent forms;
- Regularly goes out to the project activities to collect and write stories and supports project staff to write stories;
- Responsible for the quarterly CO newsletter from beginning to end of the process, collecting articles, stories, photos from colleagues and partners and continuously innovating to keep the newsletter relevant and informative;
- Supports documentation efforts of projects such as Project Information Sheets, summaries of results in forms of Info Graphics;
- Responsible for timely and quality preparation of Country Office Annual report, preparing / drafting content based on project results, based on PIRRS, ensuring the design is attractive and ready friendly, etc;
- Maintains the Country Office Website, ensuring it is regularly updated with latest materials, information new projects and events, checking posts / information and questions received through the website;
- Proposes promotional and visibility materials to be designed and procured by the CO (e.g.annual calendars, etc);
- Guides project staff on their promotional and visibility materials ensuring the CARE guidelines and policies are followed (along with donor visibility requirements)
- Coordinates the use of social media by the CO, on a regular basis and for specific events (twitter, facebook, etc as relevant);
- Participates in the planning, organization, roll out and reporting on key events such as 16 days against GBV, IWD, Refugee Day, etc and takes lead on all aspects of visibility, communication and potentially media engagement for these events;
- Supports the program team with media visits including submitting approvals for licenses and permissions from relevant authorities for journalists / photographers, sending them prior information as required, reviewing their materials, etc

Job Responsibility 3. Provides secretarial and administrative support to Senior Program Team (Program Director and Program Managers) 25%

Provide secretarial support to the Programme Director and Program Managers e.g. by supporting the preparation of key program events (Design Workshops, Learning events, Advocacy events, Program Quality and Learning meetings etc), sending invitations, following up on participants,

ensuring all materials needed for workshops are there, taking notes and preparing reports of events, keeping track of actions and decisions made at these events, etc

- Supports the senior Program to enter Purchase Requests in CARE's online procurement system for above mentioned key program events and liaises with Procurement team on the same;
- Maintains the CO calendar updated with all key program events and activities and submits to Administration;
- Reviews newspapers on daily basis and shares key information with relevant staff (e.g. call for proposals, important events and news on topics relevant to CARE's program)

Job Responsibility 4. Any other duties as required (5%)

- Perform any other duties assigned by CD, PD, Sector Managers, and Project Managers.

II. **Working Conditions:** Location of work is based at CUHQ, and expected time percentage of travel will be approximately 40% mainly during workshops or visits to sub offices for particular events where information management and documentation support is needed.

III. **Contacts/Key Relationships/Collaboration:**

Maintain internal relations with Program unit, Project managers and CRAE Uganda administration and finance units for better coordination and implementation.

Maintain external relations with CSO partners, Government partners, donors, CARE Member Partners, Media, etc.

IV. **Authority:**

Spending authority: Not applicable.

Supervision: Interns working on Information Management and communications;

V. **Qualifications:**

- Bachelors' degree (or equivalent) in Communication and Information Management studies from a reputable institute.
- At least 3 years working experience in a similar position, preferably with an international organization or any other reputable organization.
- Very good knowledge of Information Communication Technology and social media;
- Very good writing skills and proven experience writing newsletters, briefs, human interest stories, etc;
- Very good computer skills in word-processing, publishing, spreadsheets;
- Experience in and basic knowledge of photography and videography is a plus;
- Website management knowledge is a plus;
- Committed to CARE's mission and vision and values, and particularly to Gender Equity and Diversity;
- Excellent interpersonal and public relation skills.
- Dynamic, creative, inquisitive and innovative individual with a passion for women and girls' rights and a desire to capture how CARE's work impacts them!

Application Procedure

Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees only through our recruitment email ugarecruitment@care.org clearly indicating the job title in the email subject. **For position 2 indicate the title and the preferred location.** CVs will be received until the **24th, May, 2019**. For any questions please call our office on 0312258100/150

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER. Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process