CARE INTERNATIONAL IN UGANDA

CAREER OPPORTUNITY

About CARE International

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs.

We seek to recruit Ugandan professionals who are passionate about gender transformation, building resilience and empowering women and girls to join this noble fight against poverty and injustice by filling up the following position:

1. Social Norms Convenor, 1 Positions, Location: Kampala

Job Summary

The Social Norms Convenor is a versatile outgoing personality with ability to convene and provide administrative, communication, ICT and convening support to the CARE Principal Investigator (PI), the EALC Co-PI at the Makerere University School of Women and Gender Studies (SWGS), researchers, evaluators and members of the EALC network enabling them to engage meaningfully in the learning collaborative, with vigour and rigour. S/he ensures that the EALC activities are constantly ongoing and that communication is rapid and engaging facilitated by modern convening/conferencing technology and social media platforms such as Facebook and twitter or face-to-face meetings as appropriate. The tech savvy Convenor/Officer will convene virtual and offline meetings, document and record proceedings, maintain communication and support robust functionality of IT platforms to facilitate seamless communication and work with relevant CARE departments/staff to promote the EALC brand maintaining appropriate public and media liaison. S/he will model gender transformative ideals and core CARE values of integrity, transformation, excellence, diversity and equality. The Convenor should be able to maintain a high level of interest by independent voluntary participants in the East Africa Learning Collaborative network of researchers, evaluators and practitioners including donors, individual actors as well as interested parties spread all over the world.
Application Procedure:
Candidates who are interested in the above job 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. CVs will be received until 17th July, 2020. 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

N.B: Refer to the Job description below for more details about the job
CARE INTERNATIONAL IN UGANDA
JOB DESCRIPTION-Social Norms Convenor

Job Title: Social Norms Convenor
Grade: C Step: 1

Project: East Africa Learning Collaborative (EALC) on Social Norms Practice
Supervisor Title: Principal Investigator (PI)
Location: Kampala with possible travel to the field (20%)
Date Employed: Immediate

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Key Duties and Responsibilities:

Responsibility 1: In-Charge of convening, documentation and communication (60%)

- Convene online and offline meetings and learning events for the EALC in close collaboration with the PI (CARE) and the Co-PI (SWGS).
- Document and keep an accurate record of all learning and official communication events summarising and packaging information into informative, readable, comprehensible and straight forward formats that are easily understood by the EALC members, the public, media and other platforms.
- Keep alive and open communication channels with various actors maintaining a high sense of communicative responsibility and promote interest in the learning activities of the EALC.
- Work in liaison with relevant CARE departments/staff including but not limited to the Communications and IT officers as well as the PI and Co-PI to maintain a robust virtual presence using various platforms including social media necessary for visibility.
• Maintain open and robust communication under the guidance of the PI with the Co-PI and all relevant contacts.
• Under the guidance of the PI, utilise approved available channels to promote the EALC brand among the members, the public and maintain media liaison.

Responsibility 2: functionality of selected IT platforms (20%)
• The Convenor will be the CARE EALC IT lead
• Collaborate with CARE ICT Officer and SWGS to determine and agree on selected ICT platforms for utilisation by the EALC considering known and robust platforms such as Zoom, Teams and other conferencing and social media options.
• Ensure robust functionality of the ICT platforms for conferencing, communication and collaborative interaction.
• Be the knowledge leader on the ICT platforms used by the EALC and promptly advise the PI and SWGS Coordinator on any changes and necessary reviews.
• Mentor and provide technical user support to participants in the network and enable efficient and effective participation unencumbered by technology user limitations.
• Ensure necessary user licences are paid and up to date at all times.
• During face-to-face interactions, ensure necessary technologies are in place and up to the task

Responsibility 3: Support Monitoring, Evaluation and Learning 10%
• Participate in distilling and documenting lessons on shifting gender and social norms and facilitate sharing with the members of the EALC.
• Support the compilation of project reports.
• Support in monitoring and reporting of program results against agreed targets and indicators.

Responsibility 4: Any other duties-10%
• Represent CARE on assigned engagements with key stakeholders, virtually or physically.
• Contribute to positive working relations with the network of EALC members including the Co-Host, development partners and media with particular attention to maintaining active involvement of women’s organizations.
• Perform any other duties incidental to this role or as assigned by the PI.

Key Relationships/Collaboration:
The primary role of the position of Convenor is to enhance the convening power of CARE alongside the Co-Host SWGS to ensure robust conferencing and learning interactions amongst the EALC members virtually and physically. The position demands significant interaction with the EALC participants in the East Africa Region and globally. The Convenor shall be both an independent self-driven professional as well a non-wavering team player who works very closely with the CARE PI and the SWGS Co-PI.

Authority:
The Convenor is a support position reporting to the Principal Investigator of the EALC Learning Collaborative. The holder of this position does not manage a budget or enter into any contractual or partnership relations with CSOs, private sector or consultants or any other service providers.

Work Conditions:
The position is based at the CARE International in Uganda Head Office in Kampala with up to 20% travel time to authorised project activities.
Qualifications, Skills and Experience:

The Convenor should have the following qualifications, skills and experience

**Minimum Academic qualification**

- An ideal candidate is a holder of a first degree qualification that combines communication and information technology or their equivalents.
- Candidates with a combination of skills in communication, Information Technology with training in Gender, Women studies or Development will have an added advantage.
- Equivalent qualifications with relevant post/graduate diploma training will be considered

**Required Experience, skills and Competencies**

- A minimum of 3 years’ substantial work experience in communication, media work, public relations and convening face to face and virtual conferences, workshops or meetings.
- Excellent knowledge and use of various online conferencing software such as Zoom, Teams etc.,
- Technology savvy with excellent use of social media such as Facebook, Twitter, Instagram and related apps such as WhatsApp and SMs for developmental communication.
- Experience and knowledge of gender, women empowerment including communicating difficult topics on gender and sexuality is a plus.
- Excellent verbal and written communication skills in English
- Ability to network effectively and sustain diverse useful contacts
- Demonstrate and model CARE core values of integrity, transformation, excellence, diversity and equality as well as ethical standards.
- Demonstrable experience of working on gender transformative work, culture, religious, nationality and age sensitivity
- Working experience with a women’s organisation, gender related communication and conferencing.
- Resilience, stress tolerance, balanced calmness and focus amidst work-related storms is desirable.