



**JOB VACANCY FOR THE COMMUNICATIONS OFFICER  
UWEZO YOUTH EMPOWERMENT (UWEZO)  
KIGALI RWANDA**

**BACKGROUND:**

Uwezo Youth Empowerment is a cross disability local NGO established and run by Rwandan youth with disabilities to explore their potential and advocate for their rights and dignity enabling them to live a life of success and accomplishment.

Since 2014, UWEZO implement projects aimed at promoting education of vulnerable children with disabilities, secure work and employment for youth with disabilities both formal, informal and non-formal through job creation and professional internships, educate blind people and others in assistive technology, educating them in personal hygiene, SRH, HIV&AIDS, independent living skills and disability rights promotion.

Our impact is driven by youth with disabilities volunteers from 12 districts who are dedicated to offer their time every week to mentor their fellow youth but also visit children with disabilities in their homes and schools as well as advocating for them to their local authorities .

It is in this framework that UWEZO recruits a Communications Officer who will serve the role of documenting and sharing challenges and best practices with beneficiaries and stakeholders at different levels as well as increasing the visibility of the impactful work UWEZO is doing.

**CHILD SAFEGUARDING:**

Level 3: the role holder will have contact with children and/or youth with disabilities frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in nation-wide projects; or are visiting outreach programs; or because they are responsible for taking photographs and documentaries for beneficiaries at different times)

**PURPOSE OF POSITION:**

UWEZO is seeking a Communications Officer who will create and roll-out a community partnership model to complement the empowerment of children and youth with disabilities, leading and contributing to the implementation of a multi-channel social behaviour change communications (SBCC) campaign to change the knowledge, attitudes and practices of parents, and other school and community members to better enable them to effectively support their youth and children's growth and development

The Communications Officer will serve as a lead support person to UWEZO Youth volunteers/mentors and will ensure the availability of resource materials and tools as well as support the coordination of events, related advocacy activities, and oversight of social marketing campaigns and behavioral change communications at national and grass-root levels.

## **KEY AREAS OF ACCOUNTABILITY:**

### **Coordination & Development of communications materials and products**

Implement the UWEZO Communications strategy in collaboration with project staff and partners to ensure disability and gender inclusion, including:

- Plan and coordinate a social mobilization campaign, activating partnerships at community, district, and national levels to create a barrier free society
- Plan and coordinate advocacy campaigns with youth with disability volunteers/mentors and other stakeholders to secure political and social commitment and disability rights implementation
- Oversee and contribute to the drafting and publication of project communication materials, ensuring the incorporation of key disability promotion messaging into:
  - All project capacity building materials and training events,
  - Promotional materials, and strategic mass media approaches such as media releases, press conferences, site visits, videos, websites, PSAs, radio programs, social media and tweets, and other similar promotion opportunities
- Lead on the project's partnership with media houses to produce TV and Radio content and news articles for the promotion of the rights of children and youth with disabilities.
- Engage PPPs to support the projects and partnerships
- Engage with key stakeholders to broadcast disability-focused radio content and other forms of communication
- Manage the content and layout of the UWEZO website , Video channel and social media platforms to ensure the availability of resource materials, support the coordination of events and related advocacy activities, and provide oversight of the Community awareness initiatives; ensure news items and information about events are regularly disseminated to
  - stakeholders
- Lead the compilation of success stories for the quarterly and annual report

## **Manage the UWEZO and Project Partners Brand**

- Manage development and deployment and project/partner brand, ensuring consistency and compliance with project partners branding and marking direction;
- Ensure that all documents and deliverables for an external audience have a professional copy editing layout, and that all products are consistent with the Editorial Style Guide and other branding guidance
- Promote a common language across the organization to describe disability inclusion needs and trends, and SCOPE's programmatic approach

## **Facilitate cross-organization learning and sharing**

- Coordinate with UWEZO stakeholders in organizing content and speakers for interviews ensuring cross representation and contributions
- Collaborate with UWEZO partners and members to ensure consistency of messaging and value addition across the disability rights & inclusion campaign
- Stay apprised of global trends and developments in communications, and ensure project staff and other stakeholders are both informed and informing cross Platform dialogue

## **Representation & Advocacy**

- Ensure that Communications work is coordinated with efforts to engage agencies and Government, advocating for the specific needs of children and youth with disabilities.
- With support from the Project Coordinators, assist in advocacy activities that support the project's objectives.
- In collaboration with project and other UWEZO colleagues, feed in learning, experiences and evidence to relevant advocacy objectives, and identify opportunities and material to contribute to communications and media work, acting as a public relations when required.

## **Monitoring, Evaluation, Accountability and Learning (MEAL)**

- Identify key management information required and provide support in designing an effective system through reviewing program data collection formats to ensure developed tools generate the required information;
- Document progress on indicators/achievement of targets, action plans and accountability mechanisms and provide feedback for improvements;
- Ensure the use of MEAL findings to inform programme decision making and quality improvements;
- Develop case stories and other related materials;
- Develop and manage UWEZO periodic Newsletters and bi-annual pamphlets.

## **Child & disability Safeguarding**

- Understand the provisions of the Child & disability Safeguarding Policy, Code of Conduct and Local/Country Procedures and conduct oneself in accordance with the rules of the Child and persons with disabilities' protection and Safeguarding Policy, in personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure that all communication activities carried out are considered in relation to prevention of sexual exploitation and abuse and handling of serious complaints in line with the protection of persons with disabilities and child safeguarding policy.
- Promote the message of child safeguarding and disability rights to colleagues in other organizations and government, children in their own and beneficiary families, and community members in general and be vigilant about observing possible child abuse/harm in their personal and professional lives.

## **Capacity Building**

- Identify capacity gaps and work with the Executive Director to build the capacity of the projects staff and key stakeholders to ensure a smooth implementation of BCC systems and for improved partner capacity in communications over time;

- Provide orientation/training to youth with disability volunteers/mentors from time to time. Identify learning and training opportunities for Communications and other staff and work as a mentor and role model for staff.

**General:**

- Comply with Uwezo Youth Empowerment's policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Perform other duties, as assigned by the Executive Director.

**SKILLS AND BEHAVIOURS (our Values in Practice)**

**Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling UWEZO values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment to lead, enable and maintain disability rights protection

**Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares personal vision for UWEZO , engages and motivates others
- Future orientated, thinks strategically and on a global scale

**Collaboration:**

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally

**Creativity:**

- Develops and encourages new and innovative solutions
- Cuts away bureaucracy and encourages an entrepreneurial approach

**Integrity**

- Honest, encourages openness and transparency, builds trust and confidence
- Displays consistent excellent judgement
- Acts in the best interests of children and youth with disabilities and persons with disabilities in general

**QUALIFICATIONS AND EXPERIENCE:**

- University degree in communications, journalism or equivalent experience
- Experience in the field of internal and external communications, including developing and implementing a communications strategy and brand management, ensuring compliance and consistency of messaging
- Experience in disability rights promotion and protection
- Experience in radio and TV content development and other forms of behaviour change communication

- Excellent writer and editor, skilled at distilling large amounts of information for diverse audiences
- A creative communicator, able to develop inspiring and engaging internal and external communications materials
- Excellent computer skills especially in social media, MS Excel spread sheets and MS Word
- Able to work in a fast-paced environment and to adapt to changing work plans.
- Excellent English and Kinyarwanda language and writing skills
- Excellent design and layout skills using the adobe software
- Commitment to UWEZO's mission and values.

## **HOW TO APPLY**

Interested applicants are obliged to send their resume including names and contact details of relevant references and a cover letter letting us know why you would like to work for UWEZO and what qualifies you for the position. We would also like to receive an indication of your commitment to start the job immediately.

Only applications including the above requested documents – and only those - will be considered. You can also write to us if you have questions about the position.

**Deadline for applications: April 27<sup>th</sup>, 2020 at 12 Pm Please email your application dossier directly to [info@uwezoyouth.org](mailto:info@uwezoyouth.org) with subject “Application for Communication Officer”**

UWEZO is an equal opportunity employer and considers all applicants on the basis of merit. However, being an organization of persons with disabilities, we encourage qualified candidates with disabilities to apply.

Please note that only shortlisted applicants will be contacted for an interview. To learn more about UWEZO visit our website [www.uwezoyouth.org](http://www.uwezoyouth.org)