



EMPLOYMENT OPPORTUNITY

Position: Programme Officer - WCW Academy
Department: Programmes
Place of work: Uganda - Kampala
Duration: Full time with annual contract
Reports to: Programme Manager - WCW
Effective as of: February 2024
Application Deadline: 1st January 2024
Application Link: <https://lftw.hrmagic.co/careers/job?id=OTk1>

About Light for the World

Light for the World is a global development organisation. We empower people with disabilities and enable eye health services in low-income countries. Over the last three decades we improved health systems, enabled education for all, and amplified the voices of people with disabilities. We focus on the poorest and hardest to reach because that's where we will have the biggest impact.

Our programmes include:

- Eye Health – preventing blindness and promoting eye health for all
- Inclusive Education – ensuring children with disabilities receive quality, inclusive education
- Inclusive Economic Empowerment – ensuring that barriers are removed for men and women with disabilities to access decent work

In Uganda, our country strategy for the year 2021-2025 focuses on Eye health, Inclusive Economic Empowerment, Disability Inclusion, and Inclusive Education. Currently, Light for the World Uganda implements projects on eye health, inclusive economic empowerment, and disability inclusion with a presence in 21 districts.

About the Project.

In line with its economic empowerment strategy, Light for the World with funding from Mastercard Foundation is implementing an 8-year project dubbed **We Can Work**, a regional signature disability program that uses a system and mindset change approach to impact the lives of at least 1,000,000 young women and men with disabilities and enables them to access dignified and fulfilling work. The program works with umbrella Organizations of Persons with Disabilities and Entrepreneurship Hubs in Uganda, Kenya, Ethiopia, Rwanda, Senegal, Ghana and Nigeria.

With our partners, we will effect change at the level of individuals (including households and communities), organizations and institutions. Young persons with disabilities will act as change agents and provide disability inclusion advisory services and confidently advocate for disability-inclusive policies and practices among key system actors.

Throughout the eight-year partnership intervention, the key ingredients of our work with young women and men with disabilities in the lead will be:

- Engaging caregivers and communities through positive and empowering messaging around disability and inclusion.
- Driving co-creation processes to inform inclusive economic development.
- Developing agency of young women and men with disabilities through the We Can Work Academy; and amplifying voices of young persons with disabilities.

About the role

Reporting to the Program Manager We Can Work, the We Can Work (WCW) Academy Programme Officer plays a coordinating role in the mobilization, preparation, assessment, and selection process of the Academy participants. The coordinator further supports the logistics of the WCW Academy, with a strong focus on ensuring that assistive technology and reasonable accommodations needs of the We Can Work Academy participants are met and catered for; closely monitors delivery of Core Life Skills, Entrepreneurship skills delivery and participation of Youth With Disabilities (YWDs) in the WCW Academy; reports on progress/quality and supports transition of YWDs to other pathways. He/she will arrange for effective engagement of the Disability Inclusion Facilitators throughout the Academy in close collaboration with the Disability Inclusion Advisory Team. She will also provide support needed by Enterprise Support Organization (ESOs) and coordinate with PM, MERLA, and Entrepreneurship Advisor to ensure smooth running of WCW Academy.

Main responsibilities

Project Planning and Implementation:

- Develop all the project planning documents such as Detailed Implementation Plan, Work Plan, Activity Concept Notes, Purchase Requests, activities-based budgets to support timely implementation.
- Ensure timely logistics for the We Can Work Academies, with a strong focus on reasonable accommodation and provision of assistive technology.
- Cohort planning in line with the agreed targeting strategy and ensuring the diverse needs of participants are met with throughout the Academy.
- Linking up with expert organisations and specialists needed for the assessment process as well as facilitation of selected modules during the Core Life Skills training.
- Coordinates the support of the Disability Inclusion Facilitators as co trainers during the Core Life Skills training as well as the entrepreneurship track.
- Coordinates the contribution of different trainers and service providers with a focus on the Core Life Skills, and employability track.
- Coordinates the mental health/ psychosocial support for the participants and other group activities while leaving initiative with the course participants where possible.
- Coordination of alumni engagements after completion of the tracks (employability and entrepreneurship)

Budget Management

- Participate in developing project budget and workplan.
- Monitor the budget for Core Life Skills and ESOs activities and make budget revision where necessary.
- Laisse with Finance Officer to review budget verses expenditures.

Monitoring and Reporting:

- Ensure regular monitoring of Core Life Skills (CLS) and follow up implementation of planned tasks and activities with the support Organisation.
- Ensure timely delivery of all Planned activities.
- Support proper documentation of activities conducted –case studies, best practices and Compile and submit regular progress reports on Core Life Skills (CLS) delivery to the Line Manager and MERLA.
- Timely update beneficiaries data base within WCW Academy and share with MERLA.
- Regular monitor delivery of Core Life Skills (CLS) for quality assurance. Monitors attendance and follows up in case of irregular attendance or drop out.
- Supports the M&E team in data collection and documentation during the pilot period in line with guidance provided, this includes pre-and post-tests and interviews with participants and their caregivers that might drop out during the Academy process.
- Submit monthly reports including segregated total reach to the line manager and MERLA Officer.
- Participate in the preparation of quarterly reports to the donor.

Documentation:

- Support proper documentation of Core Life Skills (CLS), and Enterprise Support Organization (ESO) activities conducted –case studies, best practices and Compile and submit regular progress reports on the planned implementation activities to Line Manager
- Ensure appropriate filing and availability of documentation required for internal and external communications, accountability, audits, evaluation purposes and reporting.
- Take high quality action pictures for ongoing implementation and share with the Line Manager and MERLA Officer.

Partnership, Collaboration and Networking

- Manage relationships with Organisations Of Persons with Disabilities (OPDs), Enterprise Support Organisation (ESO), Core Life Skills (CLS) Support Organisation and relevant district local government. Follow up on events and provide reports as required by Programme Manager.
- Jointly implement strategic/ key activities with partners and other external stakeholders
- Monitor Enterprise Support Organisation (ESO) and CLS Support Organisation activities in the field and submit a monitoring report to the line Manager.
- Monitor and follow up the Core Life Skills (CLS) and ESOs partners on the activities implemented to ensure that they are in line with the programme design and planned activities reflected in the Agreement.
- Network with other LFTW interventions in areas of operation to improve synergy and holistic approach to Inclusive Employment.
- Represent Light for the World in different local/international meetings/events/Technical Working Groups/task forces/forums as may be deemed necessary.

Required Skills and Qualifications

- University Degree in Development studies, Social sciences and SWASA.
- Minimum of 3 years' project related work with grant management experience in a similar INGO or recognized NGO role which explicitly involved donor-funded projects.
- High level of exposure to barriers that persons with disabilities face and practical solutions to overcome those barriers, either through life experience or through previous work experience. Excellent people skills with the ability to develop others and to impart knowledge and experience in an accessible and clear manner.
- Experience in Core Life Skills and Entrepreneurship project delivery.
- Knowledge and experience of disability inclusion and/or working with organizations of persons with disabilities is desirable.
- Experience in partnership management, including government liaisons.
- Innovative and critical thinker always ready to adapt and learn.
- Proficiency in the use of MS Office software packages.
- High levels of integrity, accountability, and honesty.
- Excellent written and oral communication skills.
- Show great initiative and be able to work well in a team and independently.
- Ability to produce timely and deliver high-quality results.
- Ability and willingness to travel regularly to rural areas.

Note:

Consider your application unsuccessful if not contacted within eight (8) weeks after the closing date of the advert. Any form of lobbying at any stage will lead to automatic disqualification. By submitting your personal information, you consent to Light for the World holding and using it in accordance with its recruitment policy and procedure. Light for the World reserves the right to verify documents attached with the relevant awarding institutions to authenticate their validity.

*Light for the world strives for inclusion and diversity and therefore considers all job applicants based on merit without regard to race, sex, colour, national origin, religion, age, marital status, and disability. **We highly encourage persons with disabilities to apply.** Light for the World is an equal opportunity employer committed to having a diverse work force and does not ask for money at any stage of recruitment.*