

## **JOB DESCRIPTION.**

### **ABOUT THE ORGANIZATION**

Light for the World is a global development organization. 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. 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.

We focus on the poorest and hardest to reach because that's where we will have the biggest impact. 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. We are in the process of expanding our team in Uganda and looking for a committed person to fill the role below and be part of this growth.

**Role Position:** Learning & Documentation Officer.

**Reports To:** MERLA Manager with dotted lines to the Programme Manager - WCW while receiving technical guidance from the WCW Global Technical Team.

**Duty Station:** Kampala

**Department:** MERLA

### **PRIMARY PURPOSE OF ROLE**

Reporting to the MERLA Manager, the Learning and Documentation Officer supports a range of activities related to documentation, learning, communication, and innovation; namely documentation of stories of change in different formats like print, clips or photo narratives, ensuring supportive visual content and accessibility of all products, and behavioral change communication as designed and implemented under the We Can Work program. The Officer will support documentation of key program achievements and learnings (to a local and international audience) and facilitates effective and systematic brainstorm and "Think-Tank" activities around a specified challenge, leading to development of products, materials, and pilot projects.

### **KEY ACCOUNTABILITIES**

- **Behavioural Change Communication; Content development and management for print and digital media (social media, website).**
  - In close collaboration with the Organisations of Persons with Disabilities (OPD) work on content development with the primary aim of changing mindsets towards disability inclusion.
  - Ensure all content and communication is accessible and inclusive.
- **Develop content for WCW communications.**
  - Development of audio-visual materials and articles about the We Can Work program ready to be handed over to the Communications Officer for dissemination on social media channels, websites etc.
- **Support the facilitation of Co-creation, Brainstorm and "Think-Tank" activities.**
  - Support the design and overall facilitation of co-creation processes and learning events around specified challenges and agreed learning agenda relating to disability inclusion/ We Can Work.

- Support other brainstorm and "Think-Tank" activities by ensuring the use of creative facilitation techniques and participatory methodologies to drive these processes in a systematic and effective way.
- **Development of knowledge products, and communication and resource materials.**
  - Development of audio-visual materials and articles about the We Can Work program ready to be handed over to the Communications Officer for dissemination on social media channels, websites etc.
  - Share the learnings documented with programme team and partners.
- **Support the MERLA team with documenting qualitative data**
  - Document stories of change, Lessons learnt and best practices in different formats like print, clips, or photo narratives, ensuring supportive visual content and accessibility of all products.
  - Capacity building of programme team and partners in documenting change stories, learnings, and good practices.

## **REQUIREMENTS**

- Degree in Communications, Social Sciences, International relations, Development studies or a related field with Post Graduate Diploma in M&E.
- A candidate with M&E and Communications background is desirable.
- Minimum three (3) years' professional experience in Monitoring and Evaluations or a similar role.
- Demonstrable experience in content development and programme documentation.
- Proven track record of distilling complex information into engaging messaging content.
- Competent in digital communications and working with digital platforms and devices.
- Strong team player with an interest in co-creating engaging content. Photography skills desired.
- Must be a self-starter with proven analytical, and problem-solving skills and the ability to work with minimum supervision.
- Experience in working with Organizations of Persons with Disabilities/ mainstream Organizations.