

## EMPLOYMENT OPPORTUNITY

**Position:** Project Officer Child Eye Health

**Department:** Programmes

**Place of work:** Uganda - Entebbe

**Reports to:** Project Manager Child Eye Health

**Advert Code:** REC-2026-02

**Application Deadline:** February 16, 2026, 5:00pm

**Application Links:** <https://lftw.hrmagic.co/careers> (You must copy the link and open it in a web browser)

### **ABOUT THE ORGANIZATION**

Light for the World is a global development organization sparking lasting change for disability rights and eye health in sub-Saharan Africa. Our vision is a world where people with disabilities, and people with avoidable eye conditions, fully exercise their rights to health, education, work, and protection in emergencies. They are the drivers of change. Our history of improving health systems, enabling education for all, and amplifying the voices of people with disabilities – spans three decades.. Over the last three decades we improved health systems, enabled education for all, and amplified the voices of people with disabilities.

Our programmes in Uganda 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 and implements projects in 15 districts.

We are looking for a committed person to fill the role below and be part of this growth.

**Position:** Project Officer Child Eye Health

**Department:** Programmes

**Place of work:** Uganda - Entebbe

**Reports to:** Project Manager Child Eye Health

### **About the role**

The Project Officer is responsible for supporting the effective implementation, coordination, and reporting of Eye Health project activities, with a specific focus on optical services and National Optical Workshop operations. Working under the line management of the Eye Health Project Manager, and in close collaboration with the Head of Programmes and Director – Eye Health and Neglected Tropical Diseases, the role ensures timely delivery of activities, accurate logistics and stock management, and high-quality data for impact and learning.

### **Key Duties and Responsibilities**

#### **1. Project Planning, Coordination and Implementation**

- Coordinate and implement assigned project activities in line with approved work plans, budgets, and timelines.
- Provide technical input into the development, review, and execution of annual, quarterly, monthly, and weekly activity plans.

- Actively participate in weekly planning and review meetings, ensuring follow-up on agreed actions.
- Support the development, adaptation, and field-testing of project tools, guidelines, and standard operating procedures.
- Facilitate and coordinate project activities with internal departments and external stakeholders, ensuring roles and deliverables are clearly defined.
- Organise and support regular coordination meetings with implementing partners and field teams, documenting decisions and action points.

## **2. Administration and Logistics Management – National Optical Workshop**

- Support the day-to-day administration and logistics of the National Optical Workshop, ensuring smooth operations.
- Coordinate the production, packaging, and distribution of eye health and optical materials to approved destinations.
- Maintain an accurate, well-organized filing and tracking system for stock, deliveries, and pending actions.
- Monitor and control stock levels of lenses, frames, cases, and related materials; provide timely procurement guidance to prevent stock-outs or over-stocking.
- Conduct and document bi-annual physical stock counts for the main optical store and intermediate stores, reconciling variances.
- Assort and record spectacle frames by programme use (e.g. programme distribution, ERRH outlet, nylon, rimless).
- Sort and quality-check sunglasses by brand and gender, removing damaged or substandard items.
- Manage the receipt, verification, and forwarding of spectacle orders from OCOs and refractionists.

## **3. Data Collection, impact and learning, and Reporting**

- Support field-level data collection in line with approved impact and learning tools, standards, and ethical requirements.
- Prepare and submit weekly and monthly activity reports that are accurate, timely, and evidence-based.
- Maintain complete and auditable documentation for all project activities, including attendance lists, reports, and field tools.
- Contribute to consolidated programme and donor reports in collaboration with the Programme Administrator and impact and learning team.
- Participate in project review meetings, learning workshops, assessments, and evaluations.
- Facilitate meaningful participation of stakeholders and beneficiaries in monitoring, evaluation, and learning processes.
- Ensure all field data is submitted, verified, and uploaded in coordination with the impact and learning team within agreed timelines.

## **4. Compliance and Organisational Responsibilities**

- Ensure full compliance with organisational policies, safeguarding standards, and the Code of Conduct at all times.
- Immediately report any suspected breaches of organisational policies or safeguarding concerns.
- Perform other duties related to project implementation as reasonably assigned by the line manager.
- Integrate organisational values and ethical standards into all project activities, interactions with partners, and engagement with beneficiaries.
- Undertake additional duties directly related to project delivery and organisational priorities, as assigned by the line manager, ensuring quality and timeliness of outputs.

## **Qualifications, Skills and Experience:**

- Bachelor's degree in Public Health, Social Sciences, Development Studies, Public Administration or relevant field.
- At least three years' experience as a Project Officer
- Experience in the fields of disability inclusion/ public health / eye health and specifically working with persons with disabilities
- Excellent use with MS Office (Word, Excel, PowerPoint) and internet and any other statistical packages
- Familiarity with logistics management and procedures
- Knowledge of the project cycle and related tools and methodologies
- Ability to work with and in teams
- Fluency in written and oral English
- Strong report writing
- Innovative and strategic thinker always ready to adapt and learn.
- High levels of integrity, accountability, and honesty.
- Commitment to Light for the World's mandate and values.

## **JOB APPLICATION PROCEDURE**

Follow the links below to submit your profile and application documentation:

### **Application Links: (Copy the link and open in a web browser)**

- *To Submit Detailed Profile:* <https://lftw.hrmagic.co/careers>

### **The applications should be addressed to:**

The Country Human Resources,  
Light for the World International,  
Plot 1673 - Block 244 Kasiwukira Road,  
Muyenga.

## **OTHERS/EXTRA DETAILS**

**What we can offer as an employer:** We are offering an outstanding opportunity to bring about change through an international development organization with strong expertise, a growing profile, and a dedicated team.

We are looking forward to receiving your application by **5.00pm (EAT) February 6, 2026** at the latest. A complete CV and a letter of motivation are important parts of the application process. Please let us know why you would like to join our team and why you consider yourself suitable. **You can always visit <https://lftw.hrmagic.co/careers> to apply for other opportunities.**

*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. **Persons with disabilities are highly encouraged 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.*