

**Place of work: Uganda**

**Duration: End of 2030, Full-time**

**Effective as of: July 2026**

<b>Role Title:</b>	<b>Digital Engagement Officer</b>
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### **Primary Purpose of Role:**

Reporting to the Head of Technical Advisory Services, the Digital Engagement Officer supports content development and knowledge management by documenting learning outputs of learning events, and by facilitating access to learning products and resources for internal and external audiences. This role further supports the logistics of learning events and trainings, both online and in person. In this role they work closely together with the Experts responsible for Content Development, Learning and Impact at Light for the World, with a focus on the We Can Work program.

### **Key Responsibilities**

- Coordinate logistics for online and in-person learning events organized by the Technical Advisory Team, in close collaboration with the We Can Work Programme Support Officer and country office teams.
- Co-facilitate virtual learning sessions, including Communities of Practice and online trainings, with a focus on the effective use of digital tools and assistive technologies to ensure inclusive participation.
- Support procurement processes initiated by the Technical Advisory Services team, working closely with the We Can Work Finance team and in-country Finance and Operations teams.
- Organize and maintain storage of content developed by Learning & Documentation Officers, ensuring materials are placed in the appropriate platforms and channels.
- Develop content and document learning outputs, ensuring that learning products are captured accurately and made accessible in user-friendly formats for both internal and external stakeholders.

### **Required Skills and Qualifications**

- University degree in sociology, business administration, communication, or a related field.
- Minimum of 2 years' experience working with Non-Governmental Organizations (NGOs) or Organizations of Persons with Disabilities (OPDs), ideally with a focus on communication and project administration.
- Proven experience in content development and in facilitating virtual learning events.
- Strong proficiency in Microsoft Office applications, graphic design tools, and digital facilitation platforms.
- High level of awareness and understanding of the barriers faced by persons with disabilities, along with practical experience in identifying and implementing solutions—gained either through professional roles or lived experience.
- Exceptional interpersonal skills, with the ability to coach, mentor, and transfer knowledge in a clear and accessible way.

- Excellent written and verbal communication skills.
- Demonstrated initiative and the ability to work both collaboratively within a team and independently.
- Strong ability to deliver high-quality outputs within set timelines