

## TERMS OF REFERENCE (TOR)/JD

SUMMARY OF THE POSITION	
<b>Job title:</b>	<b>Communication, Advocacy, and Reporting Officer (CARO)</b>
<b>Organization</b>	HANDLE Uganda
<b>Duty Station:</b>	30% Gulu and 70% Field Office (Palabek) - Lamwo (with the possibility of travels to settlements in Adjumani and Arua)
<b>Type of employment:</b>	Contract (12 months, with the possibility of yearly extension based on satisfactory performance)
<b>Expected start date:</b>	As soon as possible

### About HANDLE Uganda and the Programme

Hope Alert Network for Development and Local Empowerment (HANDLE) is a National Non-Governmental Organization operating in Uganda since 2009. HANDLE works towards ensuring a world in which war-affected communities are rehabilitated, communities are economically empowered, and equal opportunity observed between men and women in service delivery. The organization implements its programme in five districts of Northern Uganda and three districts of West Nile: Lamwo, Arua, and Adjumani.

HANDLE Uganda has been awarded a three-year EUTF grant in a consortium with BRAC and International Refugee Rights Initiative (IIRR) to implement a project titled “Strengthening Safety, Protection and Peaceful Co-existence for Women and Youth in the refugee hosting districts of Lamwo, Adjumani, and Arua.” The design of action is such that the activities and outputs will result in the action’s Specific Objective of “increase access to justice and peaceful co-existence among 15,000 refugees and host communities, and lead to the overall objective of “Contribute to safety, protection, and wellbeing among refugees and host communities.” To contribute, HANDLE wishes to recruit a qualified and competent officer who can develop, organize, and execute a wide range of activities to influence policy according to the scope of our programmes and specific results-oriented projects.

### Job Purpose

Communication, Advocacy, and Reporting Officer (CARO) will lead the development, reporting, planning, communication, and advocacy in coordination with the Programme Manager and other officers within the Organization and ensure proper implementation of the organization communication and Advocacy. S/he will work under the direct supervision of HANDLE’s CEO and work with the Programme Manager, Finance and Administrator, Project M&E Officer & Programme Officer of SPACE.

### Specific Responsibilities:

In carrying out the purposes of this position in HANDLE, the **CARO**’s responsibilities will include, but not be limited to the following:

#### I. Communication and Relationship Management 70%

- Develop and maintain strong relationships and information sharing with HANDLE key stakeholders including consortium members.
- Support the program team to enhance HANDLE’s partnership approach, including identification and engagement of local partners, as well as partnerships with donors and INGOs.
- Facilitate close communication and collaboration with all counterparts on grant and program-related issues. Assist the Program Manager with representation and networking with NGOs and local donor delegations.

- Ensure effective communications, visibility, and awareness of SPACE's actions to programs and activities, donors, clusters, and partner organizations.
- Prepare and supervise the production of HANDLE's publications including press releases, media briefs, factsheets, newsletter, annual reports, pamphlets, brochures, talking points, donor visibility materials, etc. and communicate with the media (print, electronic and new/alternative), maintain and broaden engagement with media at the local and national level.
- Contribute to updating or developing with appointed staff members, SPACE's procedures such as the emergency preparedness plan, contingency plan, HR procedures, communication tools, media strategy.
- Act as a public information focal point in front of media donors and partners and support program staff in organizing and managing seminars, workshops, and press conferences

## 2. Grant acquisition, Reporting, and Quality compliance 30%

- Monitor the progress of a portfolio of grants, and support the Programme Officers in their monitoring, to ensure that projects/programmes are implemented in alignment with donor requirements and regulations, as well as the organization standards
- Coordinate the preparation of monthly, annual, and end-of-project narrative reports as required and per donor guidelines and overall program reporting as per internal requirements with Programme Officer team. Ensure all donor reports are on time and of high quality.
- Research potential funding opportunities and source and develop strategies for accessing new funding to support HANDLE programs/projects & develop/maintain key relationships with other INGOs, local NGOs, Govt & donors to promote fund acquisition & program collaboration.
- Support the development and improvement of internal business processes for effective grant acquisition & management & contribute to knowledge management to promote learning within HANDLE Uganda
- Support donor engagement towards unsolicited funding, including donor meetings, preparation of Concept Notes, and other donor engagement activities.
- Perform other related duties as required.

## Job Requirements:

### Education and Experience:

- Bachelor's degree with years of experience in social sciences, English, development, media, communication, advocacy, and reporting or other relevant fields. A postgraduate diploma or a masters in a related field is an advantage
- At least three years' experience in dealing with recognized media outlets, and designing and leading advocacy campaigns.
- Track record and commitment to working in a results-oriented environment.
- Familiarity with the refugee context and the role of NGOs within this context.

### Competencies/Abilities/Skills Required

- Strong communication & interpersonal skills.
- Creativity and innovation in developing new ideas
- Excellent written and spoken Luo (Acholi, Lango), English, and West Nile languages (Basic).
- Proficiency in WinWord, Excel, PowerPoint, Publisher, and MS Project.
- Proficient skills in cooperation and team-building.
- Strong social media skill set preferred.
- Knowledge of web design is a plus, as is knowledge of 3-D software and design.



Hope Alternatives for Development and local Employment

**Office location:** Plot 9, Philip Acaye road. **Area:** Gulu, Uganda **City:** Kampala.

**Tel:** 039 322 4892 **Email:** [contact@handle-uganda.org](mailto:contact@handle-uganda.org) **Website:** [www.handle-uganda.org](http://www.handle-uganda.org)

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## Work Conditions

- The work schedule is 40 hours per week.
- The probation period is 3 months and can be extended to another 3 months.
- Sick leave: 14 days/year
- Annual leave 21 days/year
- Time flexibility is recognized by both parties with the consideration that this position might need to do part of the work after 5:00 pm.

## Application:

All suitably qualified and interested candidates are encouraged to send their application letters together with curriculum vitae (maximum of 4 pages), names and contacts of three referees to [ronald.okello@handle-uganda.org](mailto:ronald.okello@handle-uganda.org) and copying [ronny.kajaga@handle-uganda.org](mailto:ronny.kajaga@handle-uganda.org). Please indicate the position title in the subject header. **Kindly DO NOT send your certificates at this stage.**

**Deadline for the Submission of the application is 5.00 p.m. on Saturday 6<sup>th</sup> of February 2021 (application will be reviewed on a rolling basis).**