East African Sustainability Watch Network

Information Assistant (1)

Duty Station: *Uganda Coalition for Sustainable Development (UCSD) (Kampala)*

Reporting to: *National Coordinator*

The East African SusWatch (EA SusWatch) is a network of NGOs from Kenya, Uganda and Tanzania spearheaded by Uganda Coalition for Sustainable Development (UCSD), Sustainable Environmental Development Watch Network (SusWatch Kenya), and Tanzania Coalition for Sustainable Development (TCSD). **EA SusWatch Regional's Secretariat is hosted by UCSD in Kampala, Uganda.**

The **Mission** of EA SusWatch is *to catalyse and mobilize civil society in Eastern African to exert accountability from governments and international development institutions to achieve a socially and environmentally sustainable world.*

The **mandate** of EA SusWatch is *"monitoring and advocating for the effective implementation of national and regional obligations to International agreements and other arrangements for sustainable development in Eastern Africa".*

With support from Government of Sweden, the East African SusWatch Network has been implementing the Lake Victoria Environment Management Project (LVEMP II) Civil Society Watch project - a three-year project, whose term ends October 31, 2014. **At the recent project review, the need to cope with the increased information related work as well as resource mobilisation to sustain EA SusWatch Network's interventions was underscored.** An action to recruit Information Assistants at the 3 National levels was therefore agreed upon as a step to address this challenge.

Therefore, **with immediate effect, EA SusWatch seeks to recruit** *suitable Ugandan* **professionals of not more than 35 years with a passion to work with communities to reduce poverty in the Lake Victoria region, to fill in the following positions tenable for 10 months** and renewable subject to availability of funds.

Scope of work

    A. **Information and communication and website management**
    B. **Fundraising**

A. Information and Communication
- Facilitate an effective mechanism / system for improved and rapid exchange of information between *UCSD* Secretariat, its members / participating organisations, partners and other interested institutions.
- Develop, maintain and disseminate information including a regularly updated electronic database of all members with the aim of knowing who is doing what, how and where.
- Maintain good communication and information flows within the network related to activities and developments in implementation of LVEMP II at the national level.
- Contribute to the timely preparation and wide disseminate the monthly E-bulletin, to inform members and partners about the progress at the Secretariat, upcoming events, opportunities, and other issues, in cooperation with the Programme team.
- Promote opportunities for use of social media tools to further *UCSD* objectives
- Take lead to regularly maintain the *UCSD* website and keeping it up to date with member's activities including exploring opportunities for simultaneous uploading of information from members' / participating organisations' websites to the website.
- Assist the National Coordinators in analysing and packaging information that should be regularly shared with the Network's thematic group membership
- Participate in the preparation of the progress and / or activity reports for submission to the Executive Committee, Government of Sweden and other partners (within established deadlines in accordance with formats agreed upon).

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- Represent UCSD secretariat in events and meetings where it is invited
- In addition, perform any other task as may be required by the Programme Manager and the Executive Committee Chairman or his designate in and for *UCSD*, in particular those that relate to the delivery of *UCSD* broad strategic objectives.

B. Fundraising

- Prepare and follow up funding proposals and accompanying documentation in consultation with the National Coordinator and the Regional Implementation team.
- Regularly update the donor map and look out for funding opportunities that *UCSD* secretariat and its members can take advantage of to sustain their future activities.
- Any other relevant tasks under supervision of the National Coordinator.

Competencies

- A Bachelor's degree in information and communication with experience information and communication work, preferably in the Lake Victoria region and / or related fields (livelihoods, poverty reduction, soil and land management, climate change etc. will be an added advantage
- Excellent communication skills (verbal &written) in English. A working knowledge of Kiswahili is an added advantage.
- Proven ability to write fundraising concepts and proposals.
- Ability to work with multiple interest groups and experience with cross-cultural teams.
- Good facilitation and coordination (Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed).
- Proven competence in use of social media, carrying out online research, information processing and data management
- Ability to produce a variety of written communications products in a clear, concise style.
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

How to apply

Send Motivation letter explaining your interest in the stated position (including salary expectations; CV not exceeding 3 pages; names of three 3 work related referees; and applicants day time telephone contact, one copy of scanned copy of published articles in any bulletin and / or a YouTube link of one video produced.

The Chairman – *UCSD*
Email: rkwagala@ugandacoalition.or.ug

Closing date is 5 pm on April 4th, 2014

Only short listed candidates will be contacted. The successful candidate will be required to commence work immediately.

EA SusWatch Network is an equal opportunity employer.