



# GARD

Grassroots Alliance for Rural Development

changing lives, creating opportunities

## VACANCY ANNOUNCEMENT

<b>Job position:</b>	MEL & Communication Assistant
<b>Direct reports to:</b>	MEL And Knowledge Management Officer
<b>Other Reporting Lines</b>	Head of Programs
<b>Closely Work With</b>	Program Dept; Communication & IT Dept; Monitoring Evaluation and Learning Dept, and Finance and Administration Dept.
<b>Scope and job Location:</b>	GARD Kotido Head Office: <b>(with frequent travels to other field offices).</b>
<b>Contract Type/Details:</b>	Fixed term – 12 months with the possibility of extension subject to availability of funds
<b>Salary and benefits:</b>	Competitive salary and benefits packages.
<b>Working Hours:</b>	Full time. (40 hrs a week).

### **About GARD:**

Grassroots Alliance for Rural Development (GARD) is an independent not-for profit organization established and registered with the Uganda NGO Bureau in April 2019. Our vision is *empowered and resilient communities*, with the mission of being *a platform for building resilience and sustainable wellbeing*. GARD works in a non-discriminatory and non-partisan way, with its head office in Kotido Municipality and three field offices in Amudat, Kaabong and Napak districts, Karamoja Uganda. GARD is one of the leading rural based technical, innovative organization working the most vulnerable and marginalized rural communities to address the social, economic, environmental, and political issues in the areas of (i). Sustainable Livelihoods/food security, nutrition climate, and environment; (ii). Youth skilling and gender empowerment; (iii). Governance, peacebuilding, and Human Rights; and (iv). Institutional strengthening and development.

Currently GARD manages multi-sectoral programs that supports rural communities, women, youth, and men to rebuild their livelihoods and achieve resilience in Karamoja region. Due to expansion in scope of our programming, we are now seeking to increase our professional staff base with technically gifted and dynamic individuals willing to share in our vision and join the team in the following role (s).

### **Job summary purpose:**

The Overall responsibility of MEAL & Knowledge Management Officer is to steer GARD's humanitarian and development work by undertaking monitoring, evaluation, accountability, and learning; and knowledge management by assessing program impact, quality, sustainability and facilitating learning.



This position focuses on improving the understanding and quality of GARD's humanitarian and development work, fostering evidence-based decision-making and program innovation, adaptation, and enhancing the organization's influence across the sectors.

The MEL & communications Assistant will enhance our organization Communication Strategy, documentation, reporting, learning and sharing mechanisms internally and externally, supporting the implementation of our programs. He/she should be able to use creative methods to document, share and educate. As an evidence-based organization, we consider creative social media as opportunities to increase our visibility, expand our impact, and collaborate more effectively with key stakeholders. We plan to use mainstream and social media platforms to deliver our key messages. The MEL & communications Assistant will support the Communication Planning to achieve these objectives.

## **Duties And Responsibilities**

### **1. Rolling out the Monitoring and evaluation (MEAL) plans:**

- Support maintenance of organizational MEAL tools: software licenses, communication methods and websites, etc.
- Develop the data collection, analysis and visualization system, and the corresponding tools (Kobo questionnaires, ODK, dashboards, reporting formats, etc.).
- Coordinate data quality control systems and mechanisms for proper management of performance information to support the function of generating credible outcomes.

### **2. Implement the MEAL plans:**

- Support organizational impact and promote learning by documentation of best practices. Use this information to support decision-making processes.
- Interact with stakeholders on data collection, process data, and interpretation.
- Set up a filing and archiving system for digital and paper data (reports, questionnaires, etc.) and productions.
- Analyse trends of the complaints and feedback received to help improve programming.

### **3. Communication**

1. Oversee visual documentation of GARDs projects in Uganda through photos and videos, as guided by GARD's Communications strategy and Policies
2. Write and edit all types of content, including social media posts, blogs, reports, and GARD Websites



3. Manage GARD Uganda's existing social media pages, Collect stories from the field, for use in communications and fundraising efforts to existing partnerships.
4. Work to raise awareness of GARD work in Uganda, including through media outreach, social media campaigning.
5. Support GARD Uganda's communications output in the field, including awareness-raising through radio talkshows, flyer, posters, events, Tier drops and Banners and more, as guided by the Communication Policy.

As job descriptions cannot be exhaustive, the position holder may be required to undertake any other duties as may be assigned by your supervisor or Executive Director. It is important to note that the responsibilities may change broadly in line with the above key duties to meet the evolving needs of GARD.

### **Qualifications and Experience**

- Minimum, University Degree in Computer Sciences, Information Communication Technology (ICT), MASS Communication,
- A minimum of three (2) years' experience in communication, Monitoring, Evaluation, Research and Learning, preferably in the humanitarian or development context
- Proven and substantial experience in humanitarian and development work with background in social research methods and tools as well as knowledge management, particularly in humanitarian responses, covering conflict, climate-driven and complex emergencies, as well as natural disaster crises.
- Experience in designing tools and strategies for data collection, analysis, and production of reports.
- Proven experience in ICT skills, especially in the development and implementation of M&E/MIS in development projects of MIS software using database software.
- Ability and experience leading strategically on areas related to quality and knowledge management systems and processes, reports, creation of practical tools and their dissemination. Strong conceptual, analytical, and critical thinking.
- Excellent understanding of Content Creation, Social Media handling and Communication that can support improvements in the quality of humanitarian and development work.
- Demonstrable experience facilitating learning processes.
- Strong collaboration and networking skills.
- Excellent interpersonal and communication skills Excellent written and spoken English, Ngakarimojong desirable.
- Competent to work with significant levels of autonomy, showing creativity and ability to identify and implement opportunities for innovation with excellent privatization and time-management skills.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.

### **Skills and abilities**



- Excellent communication skills - written and oral.
- Good report-writing skills with excellent written and spoken English.
- Skills in participatory approaches to programming, and community engagement.
- Demonstrable interpersonal and team working skills; and the ability to work closely with local partners and community members.
- Proficiency in Microsoft Office and use of internet for research.
- Ability to relate sensitively to diverse groups.
- Self-driven and able to deliver results with minimum supervision.
- Flexibility in traveling and working in challenging situations with unpredictable working hours.

#### **Personal qualities Skills and conducts**

- Commitment to and compliance with GARD's safeguarding principles, vision, mission, and values.
- **Transparency and Accountability:** Holds self-accountable for making decisions, managing resources efficiently and transparently, achieving and role modelling GARD's values.
- **Integrity:** Strong sense of integrity, Honesty, openness, builds trust and confidence
- **Ambition:** Sets ambitious and challenging goals for himself and team, takes responsibility for their own personal development and encourages their team to do the same
- **Collaboration:** Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues and external partners and stake holders
- **Creativity and innovation:** Develops and encourages new and innovative solutions.
- Self-driven and able to deliver results with minimum supervision.
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.

#### **Application process**

Interested applicant should send their application to [info@gardug.org](mailto:info@gardug.org) with a cover letter and an updated CV detailing your experience and qualifications, as well as copies of your academic qualifications in relation to the role with the subject line '**Application: MEL & Communication Assistant**'. Including contacts of three professional referees (two must be 2 professional references and 1 being your supervisor from the most recent/previous employer).

Deadline for applications: **FRIDAY, 24<sup>th</sup> JANUARY 2025 at 4:30pm.**

**NOTE that this position will be recruited as soon as possible, CANDIDATES are encouraged to submit as early as possible.**

While GARD will keep CVs of potential Candidates in the roster for future engagements, we highly regret that **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

#### **Safer recruitment**

GARD is an equal opportunity employer and seeks to employ and assign the best qualified talents. We are committed to achieving workforce diversity in terms of gender, ethnicity, and culture.



GARD is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of young people, and adults. GARD expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include rigorous reference and background checks.

**Disclaimer:** We do not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents. Any form of canvassing will lead to automatic disqualification of the candidate.

