



## Terms of Reference

Title of Position:	<b>Communications and Advocacy Manager</b>
Team:	Communications
Date:	04 December 2019
Status:	Final
Level:	2

### Introduction

IRC is an international organisation that works with governments, NGOs and people around the world to find long-term solutions to make access to safe drinking water and sanitation effective for all, forever. IRC works out of its headquarters in The Hague (Netherlands) and its national offices in Ghana, Burkina Faso, Ethiopia, Uganda and India.

IRC has operated in Uganda since 2006 and has a vision of a *country where all people enjoy their human rights to clean, safe, accessible and sustainable WASH services that they use and can afford*. We believe in delivering clean and safe water, sanitation and hygiene - or WASH - services, not just to the few and for a limited time, but to everyone and forever; we refer to this as **WASH Services that Last**. We know that to achieve this will not be easy, nor necessarily quick, but will require all stakeholders working together towards a common vision and being willing to learn about what works and what doesn't. We believe that government leadership is essential to reaching this goal, but it also requires changes in behaviour of sector donors, international and national NGOs as well as politicians and other stakeholders in the WASH sector.

### Job Purpose

IRC is currently seeking qualified candidates with interest in Water, Sanitation and Hygiene (WASH) and rural development for the position of **Communications and Advocacy Manager** (CAM). He/she will be responsible for profiling and championing IRC Uganda's communications, advocacy, knowledge generation and sharing. This will mainly include; generating evidence to support IRC's systems approach, documenting IRC Uganda's work, ensuring that IRC Uganda has influence and impact, supporting and promoting stakeholder engagement, creating opportunities for learning that engages the target audiences, and enhancing the capacity of IRC Uganda staff in communication and advocacy.

### Specific responsibilities

- Lead in promoting stakeholder engagement throughout all projects and the wider programme
- Create learning opportunities that engage the target audiences
- Strengthen IRC WASH staff in their communications and influencing roles
- Manage the delivery of digital, printed and other communications products.
- Lead in developing IRC's sector advocacy targets and growing ambition to influence beyond the sector
- Support the development and implementation of advocacy, engagement, communications and learning strategies for IRC Uganda
- Implement IRC Uganda's sector knowledge management activities
- Manage publication processes to develop communications outputs of all kinds such as publications, audio-visual products, articles, reports, guidelines, manuals, etc.
- Enhance the capacity of staff and stakeholders in communication, advocacy, knowledge management, communications and influencing
- Manage IRC Uganda's webpages
- Support documentation and sharing of IRC Uganda's experiences and successful practices.

- Support IRC Uganda's monitoring related to engagement and communications particularly in IRC's districts of operation
- Manage IRC Uganda's ability to present and showcase IRC Uganda's work at exhibitions and events in and outside Uganda
- Support the Country Director to coordinate activities of other communications staff and consultants
- Support additional WASH tasks/responsibilities as will be identified by the Country Director

### **Reporting**

The Communications and Advocacy Manager will report directly to the Country Director and will work closely and alongside other key staff based in Kampala and in the districts. He/she will manage the Information Officer and Communications Consultants. He/She will also work closely with the IRC Communications Team located at the Headquarters in The Hague in order to align the country and the global communication programmes.

### **Required qualifications:**

- A relevant technical qualification, such as a Masters degree in Development Communications, Mass Media, Journalism
- Additional training in project planning and management and advocacy

### **Required experience:**

- At least 10 years experience in the following:
  - Developing or implementing communication and dissemination strategies, and using evidence in communications
  - Building communications and partnership with government
  - Digital communications, development and management of websites and social media
  - Development work particularly in the social services field (health, education, water etc.) in an NGO, research organisation
  - Delivering advocacy initiatives

### **Required skills:**

- Excellent writing (technical), editing, facilitation, message delivery, dissemination and presentation skills in English
- Good social skills, ability to work and communicate in an international environment and in communities of diverse cultures
- Good basic computing skills, experience in layout of documents using Word and InDesign
- Fluency in English
- Excellent computer skills and Microsoft Office applications.
- Have a high sense of aesthetics of documents and communication media

### **Additional requirements**

- Ugandan Citizen
- Valid driving license
- Fluent in English, French an advantage

This is a full-time contract position based in Kampala with frequent travel to IRC Uganda's districts of operation, and sometimes to IRC's Headquarters and other Country Programmes. IRC Uganda offers a competitive remuneration package, and opportunities for professional and career development within an international network.

If you are interested and have the qualification, please apply to [ugandacountryprogramme@ircwash.org](mailto:ugandacountryprogramme@ircwash.org) by submitting a CV of maximum three pages CV, and a one page cover letter that clearly explains your motivation to join IRC Uganda.

Deadline for submission is 27 December 2019, by 5:00pm. Only shortlisted candidates process will be contacted. The successful candidate is expected to start on 1<sup>st</sup> February 2020.