



## Vacancy – Communications Graduate Trainee

20230818

IRC is an international think tank and change agent. We work with governments, NGOs, entrepreneurs, and people around the world using a 'systems approach' to deliver long-term solutions to the global crisis in water, sanitation, and hygiene services. Our mission is to drive change that leads to everyone in the world having access to good and sustainable water, sanitation, and hygiene services.

With over 50 years of experience, IRC runs large-scale programs and smaller projects in more than ten countries in Africa, Asia, and Latin America. It is supported by a team of over 130 staff across the world, and has offices in Burkina Faso, Ethiopia, Ghana, Honduras, India, Mali, Niger, and Uganda, as well as in the Netherlands.

At IRC, we are working with governments, NGOs, business and people to make sure that the billion people around the world that don't have access to safe water and adequate sanitation can enjoy the fundamental rights to WASH by 2030, and be able to take these services for granted, for life. IRC is a founding member of the [One For All](#) alliance which is working in 15 countries to accelerate progress towards achieving the SDG6 through collective action and systems strengthening, **because we can faster and further together.**

### Background to the post

#### Communications Graduate Trainee for IRC Uganda

IRC Uganda is presently partnering with Kabarole and Bunyangabu District Local Governments to strengthen WASH systems and service delivery models that last, IRC also works as a hub for likeminded institutions and organisation to facilitate learning, advocacy and collaboration for improved WASH services.

IRC has a reputation to produce high quality and impactful knowledge products making the latest developments and thinking in water, sanitation and hygiene available to a variety of audiences. For more visit our [resources](#) library and learn more about our work in Uganda on [www.ircwash.org/uganda](http://www.ircwash.org/uganda)

IRC Uganda is looking for an enthusiastic person to join the teams in Kampala and Kabarole as a **Communications Graduate Trainee**. The trainee will support our communication, documentation and dissemination work in Uganda, as well as contribute to the influencing, research and learning agenda of the organisation.

The trainee programme is an opportunity to develop first-hand experience with an international NGO. The Communications Trainee will be part of IRC's Communication and Influencing team, and work closely with the Communications and Advocacy Manager based in Uganda.

## Your profile and main responsibilities

### Main responsibilities

1. Publications: Support the Communications and Advocacy Manager (the Manager) to track progress of IRC Uganda publications in the pipeline, public facing outputs and dissemination using existing platforms.
2. Events and branding:
  - a. Support IRC brand visibility and knowledge products dissemination by placing brand materials and displaying relevant communication, documentation and advocacy resources at events
  - b. curate all content, photographs, interviews, and presentations from colleagues and partners at events as guided
  - c. In charge of stock-taking and safe storage of all branding materials and communications equipment of IRC Uganda, keep an updated file of what is available, what is damaged and what new items are needed.
3. Design and graphics: Support the Manager to develop creative ideas for posters, flyers, social media graphics and coordinate outsourced service providers for timely delivery.
4. Draft press and website materials from IRC project work
5. Social media handling:
  - a. Drive IRC Uganda's social media presence on relevant platforms by sharing and engaging as guided.
  - b. With the Manager develop social media plan and lead implementation with target of increasing followership and engagement, in line with the policies of IRC
6. Any other duties as assigned, such as but not limited to: media tracking, supporting to other units of the organisation as instructed, and meetings.

### Learning opportunities

IRC's traineeship program aims to give a good start in the WASH sector by embedding the trainee in one of IRC's programs as part of the team, providing a conducive working environment, and the requisite equipment and mentoring.

- As part of the IRC Uganda programme team, the Trainee will participate in technical meetings, learning platforms and training workshops, including taking relevant courses under the WASH Systems Academy.
- Appreciate the hands-on experience in communications strategy implementation, particularly in developing messages for varied audiences and documenting impact stories from the field.
- Access to resources and networks that will give them an edge as a communications professional in the WASH sector and other development fields.
- Access to specialised mentorship opportunities with IRC professionals including in public facing campaigns, website administration, editing for publication, to mention some.

### Expected deliverables

1. A learning plan and schedule will be developed at the onset of the program and will be reviewed on a monthly basis.
2. Specific deliverables shall be task-based and derived in consultation with the Communications Manager on a weekly basis.



## Essential Requirements

- Relevant undergraduate degree and/or professional diploma with verifiable skills in communication, documentation, media and other related areas.
- Knowledge of development cooperation preferably in health, education, climate change and the water, sanitation and hygiene sectors
- Demonstrable skill in graphics design with good command of Adobe Creative Suite
- Good research skills and ability to read, assess and summarize documents.
- Good writing skills and basic computer skills are required
- Volunteering or other experience related to development cooperation is a plus.
- Applicant should be well-organized, self-motivated, and reliable.

## Details of the position

- 6 months initially, with a possibility to extend up to 12 months if necessary.
- Traineeship is fulltime (40 hours), stationed in IRC Kampala office, with travels to the Kabarole office as assigned.
- Trainee will be assessed after the first month to evaluate suitability for both the trainee and IRC.
- A reasonable monthly allowance is offered and discussed with the Trainee prior to recruitment. All costs of undertaking the various tasks are directly covered by IRC.
- IRC traineeship positions best suit recent graduates seeking to gain experience or persons seeking to return to work after a long break or to switch/change career paths.

Interested candidates may respond with a motivation letter explaining their interest in the position and a concise curriculum vitae **latest 13<sup>th</sup> September** addressed to the Country Director IRC Uganda [ugandacountryprogramme@ircwash.org](mailto:ugandacountryprogramme@ircwash.org) and indicating “Communications Graduate Trainee IRC Uganda”, as subject.

Shortlisted applicants will be notified for interviews. Expected start date for successful candidate is **October 02, 2023**.