JOB OPPORTUNITY

Impact and Innovations Development Centre (IIDC) is a non-profit organization incorporated in the Republic of Uganda. The organization seeks to improve the wellbeing of vulnerable groups in Africa through promoting evidenced and impactful socio-economic development interventions and innovations.

Job title: Technical Advisor, Documentation

Location: Kampala, Uganda with some travel within East Africa

Overall Purpose of Job:
Support the documentation function within IIDC and across partner organizations ensuring that key strategic documentation products are written and shared to a wider audience.

Main Job Tasks and Responsibilities

a) Develop written documentation materials and other content for awareness raising and visibility of IIDC and partner activities
b) Compile and repurpose existing content and materials for other communication needs
c) Dissemination of IIDC and partner information at events, meetings, social media and websites
d) Identify new platforms and new opportunities for sharing IIDC and partner information
e) Update and maintain a knowledge database for IIDC and partner audio-visual products including film, documents and photos developed by service providers
f) Review and synthesize reference materials to extract important information and learning for dissemination to IIDC partners
g) Conduct field documentation at IIDC partner sites to provide evidence for strategic activities
h) Edit, proof and execute professional formatting and layout of organizational documents
i) Support organizational branding for events by developing information fliers, banners, branded items among others
j) Support communication and engagement activities with IIDC partners and other stakeholders

Perform any other duty as may be assigned from time to time.
**Education Requirements**

Bachelor’s degree in journalism, communication, media relations, publishing, social work or related field

**Required Competencies (Knowledge, Experience and Skills)**

a) At least 5 years working experience supporting a range of written documentation work in the nonprofit or private sector  
   b) Excellent written English skills with evidence of sample writing (3 pieces)  
   c) Good working knowledge of formatting and layout in Microsoft Word and basic knowledge of Microsoft Excel and Microsoft Power Point

**Added advantage**

- d) Ability to design publications using the Adobe Suite or online graphics sites is as an added advantage.  
- e) Knowledge in digital and visual communication skills is an added advantage

**Required Attributes**

- f) Writing and editorial skills  
- g) Ability to teach others  
- h) Innovative and able to solve old problems with new ideas  
- i) Willing to travel outside of Kampala occasionally  
- j) Relates well in a multi-cultural setting with different personalities

**Application Procedure**

Interested persons are requested to send 3 samples of their written work (e.g. reports, stories, articles), a cover letter describing documentation work engaged in, and curriculum vitae with 3 relevant references via email to admin@iidcu.org with a copy to jigoe@iidcu.org by 18th February 2022.