



Kabarole

Research & Resource Centre

KABAROLE RESEARCH & RESOURCE CENTRE (KRC)

VACANCY ANNOUNCEMENT

Kabarole Research and Resource Centre (KRC) is a well-established NGO operating in the Rwenzori Region of Western Uganda. Founded in 1996, with a research mission and a long-term commitment to understanding the measures and drivers of poverty and its solutions, KRC has accumulated substantial experience in research and created numerous development programs based on community analyses of the activities which would be most helpful in achieving sustainable and equitable socio-economic development.

KRC invites applications for employment from suitable qualified dynamic and competent Ugandans willing to work with information structures and systems for smallholder farmers and farmer organizations in the Rwenzori Region. The job will be on contractual basis depending on merit and requirements of **Information Unit (IU)** for the following position:

3. POSITION: **SPECIALIZED PROGRAM OFFICER**

JOB RESPONSIBILITIES

- Support the Head of unit to Manage and coordinate the timely implementation of the information Unit plans.
- Provide technical support in the implementation of activities under the information unit.
- Regularly review and update the institution communication strategy and database addressing the practical information of farmers and other stakeholders.
- Facilitate, coordinate and maintain effective and productive communication and professional relationships with information structures for farmers.
- Develop communication concepts and pre-test all communication materials/manuals before they are produced by the information officer to ensure that they are relevant and clear to the target audiences.
- Work with the research unit to conduct baselines and periodic assessments of the information and communication strategies used in KRC.
- Regularly monitor and update institutional content for the KRC website.
- Ensure that monitoring and quality assurance functions are executed according to design and plan of the Unit.
- Ensure effective participation of KRC in public policy review and development discourse.

QUALIFICATIONS

Excellent academic background with a degree in development studies in social sciences, economics, social work, ICT or mass communication in a recognized University.

EXPERIENCE

Minimum of 3 years experience in management and supply/distribution of information to support the needs and objectives of farmers. Have experience with electronic information, content management systems and internet resources. Have experience in designing and using communication tools and significant experience working with the media and have contributed to different publications and policy briefs.

SKILLS

- Strong interpersonal and networking skills
- Well developed leadership skills including the ability to lead a team work environment.
- Demonstrated experience and ability to work in multiple teams to drive both economic and civic change.
- Editorial skills of research and field reports
- Highly developed communication skills (including public speaking, PR and one to one)
- Excellent writing skills including logical and clear presentation skills and ability to comply to timelines
- Ability to think strategically.
- Demonstrated experience in institutional fundraising will be an added advantage

HOW TO APPLY

Application should be sent to the **Human Resource manager, Kabarole Research & Resource Center, plot 28, Mugurusi Road, P.O Box 782, Fort-Portal** and should include the following documentation:

- A complete and signed application letter
- A curriculum Vitae / Resume
- Copies of academic Transcripts
- Names, contact numbers and addresses of three (3) professional references.

CLOSING DATE

The application **MUST** reach Kabarole Research & Resource Center (KRC) office by close of business (5:00pm) on the day of **27th January 2012**