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CBR AFRICA NETWORK

ADVERTISING FOR INFORMATION AND COMMUNICATION OFFICER

About CAN

Community Based Rehabilitation (CBR) Africa Network (CAN) is an independent Non-Governmental Organisation that facilitates information sharing on disability, CBR and inclusive development within Africa and across the World. CAN's information sharing is mainly through publications and the electronic media including use of the website and social media. CAN promotes information sharing to facilitate learning and improvement in service delivery for persons with disabilities in contribution to inclusive development. CAN Secretariat is based in Ntinda, Kampala Uganda.

Job/Position of Information and Communication officer (ICO)

CAN is looking for a talented and inspiring Information and Communication Officer (ICO). The Information and Communication Officer is responsible for preparing, editing, reviewing and managing all information published by CAN in print and electronic media including uploading new website contents and intranet as required. He/she will work under the guidance of the Executive Director of CAN.

This position is restricted for people living in Uganda.

The ICO is expected to:

- Identify and facilitate generation of information on disability and CBR good practices
- Source for and upload CBR relevant articles, adverts, audio files, images, photographs and video on the CAN website and social media.
- Review, update and manage the CAN website and social media forums (Facebook/Twitter).
- Maintain the Web Page.
- Make online publications and oversee day-to-day management of CAN's internet whilst ensuring integrity, quality of content and access security.
- Introduce and maintain regular mailings to the database to increase traffic to website.
- Monitor site traffic and provide monthly usage reports.
- Establish electronic filing system with cloud back up.
- Organise and execute training in writing and documentation.
- Contribute to the drafting, editing, production and dissemination of the CAN publications.
- Network with organizations and people throughout Africa on CBR and inclusive development to promote information sharing.
- Promote the image of CAN; branding, advertising, documentaries, events and campaigns.
- Contribute to the development and execution of CAN communications material.
- Monitor the web server and website technical performance.
- Establish and manage interactive e-groups using electronic media.

The Information and Communication officer of CAN earns an attractive salary and has great potential for growth and development.

Supervisor

The Information and Communication officer of CAN reports the Executive Director.

Knowledge and Experience

- The ideal candidate for the ICO job should preferably possess Bachelor 's degree in Library and Information Science, Mass Communication and any other related field from an accredited academic institution.
- Possession of a relevant Post Graduate qualification is an added advantage.
- Knowledge of disability, community based rehabilitation and inclusive development

- At least 3 years of related professional experience.
- Competent writing and analytical skills.
- Proven skills in networking, assessing information needs and developing appropriate training and dissemination material.
- Excellent reporting, communication, interpersonal and representation skills.
- Up to date on current global and national environment, particularly in relation to inclusion.
- Skilled in promoting organization learning and information sharing.
- IT skills.
- Flexibility to take on a variety of tasks ranging from managing a unit by yourself to managing other personnel in the unit
- Innovative approach to problem solving
- Attention to details.
- Team working skills
- Willingness to keep up to date with advances in technology and social media.
- Willing to keep up to date with disability rights issues.

How to Apply:

All suitably qualified and interested candidates are encouraged to email their applications (in English), including a motivation letter and a curriculum vitae to info@afri-can.org not later than Friday 17th February 2017.

Persons with disabilities are encouraged to apply.