JOB OFFER

As part of its partnership with Gender Tech Initiative-Uganda (GTI), Eirene Suisse is looking for a volunteer receiving a living allowance:

Communication, Documentation and Information Management Officer

Job location: **Gulu, Uganda**

Starting date: **July 1st, 2027**

Contract duration: **2 years**

Activity rate: **100 %** *(full time)*

Eirene Suisse is a secular NGO that has been active in development cooperation since 1963. In the countries where we are active, our objective is to strengthen and enhance local dynamics in favor of the promotion of peace and human rights. We specialize in cooperation through the exchange of people sending qualified professionals from Switzerland to support the development projects of our local partners in our three main areas of intervention: Central America (Nicaragua, El Salvador), Quisqueya (Haiti) and the African Great Lakes region (Rwanda, Uganda, DRC). These professionals have the status of "volunteers".

Local partner

The Gender Tech Initiative Uganda (GTI-Uganda) was founded in 2017 in Gulu, in northern Uganda, to help bridge the digital divide between women and men. The organization aims to foster an inclusive digital environment in which women and girls can fully participate and benefit from the opportunities offered by technology. Its mission is to empower women and girls through access to digital skills, the promotion of safer online environments, and greater inclusion of women in the technology sector. GTI-Uganda is active in the fields of digital technology, education, communication, and women's economic empowerment. It develops initiatives in digital literacy, digital marketing, cybersecurity, and the enhancement of technological skills among women and girls.

Purpose of the position

Main objective

To sustainably strengthen GTI-Uganda's institutional capacity in strategic communication, documentation, information and institutional data management, and knowledge capitalization, through the development of systems and practices tailored to the organization's needs and capabilities.

Secondary objectives

- Strengthen GTI-Uganda's capacity to plan and implement strategic, consistent, and audience-specific institutional communications.
- Strengthen systems and practices related to documentation, information management, archiving, and the protection of institutional data.
- Develop the GTI team's skills and ensure that they gradually become familiar with the tools,

procedures, and responsibilities that have been implemented.

Activities and tasks

- Conduct, in collaboration with the GTI-Uganda team, a participatory needs assessment in the areas of communication, documentation, and institutional information and data management, and contribute to the development of a work plan tailored to the organization's priorities and capabilities.
- Co-develop and support the implementation of an institutional communication and visibility strategy, defining target audiences, key messages, distribution channels, and monitoring procedures, to strengthen the consistency and effectiveness of GTI-Uganda's communication.
- Support the establishment of a simple, structured, and secure system for document management and digital archiving, including procedures for filing, naming, retention, backup, and access to institutional documents (reports, publications, photos, videos, activity documentation, etc.), in order to facilitate their use and sharing.
- Strengthen practices for managing and protecting institutional data and project-related information, by organizing storage spaces, defining access and confidentiality rules, and implementing appropriate procedures for data security and retention.
- Develop and support the implementation of ethical documentation procedures, particularly regarding informed consent, personal data protection, the responsible use of images and testimonials, and adherence to the "Do No Harm" principle.
- Support the documentation of project activities and experiences, as well as the production of communication and knowledge-sharing content (stories of change, digital resources, publications, and learning materials).
- Support the presentation and promotion of results, in collaboration with those responsible for monitoring and evaluation, without assuming responsibility for the latter.
- Strengthen the communication and information management skills of the lead contact person, as well as those of other relevant team members, through hands-on training, the co-production of tools and content, mentoring, and regular support aimed at ensuring the sustainable adoption of the systems and procedures developed.
- Ensure the gradual transfer of skills and responsibilities to the local team, with an emphasis on co-creation during the first year, followed by implementation led by GTI-Uganda with ongoing support during the second year.
- Contribute to the final verification of the systems' functionality, the organization of the archives, and the transfer of skills, as well as to the preparation of a handover report ensuring their continuity after the mission.

Your profile

- Swiss national or strong ties to Switzerland (residency, studies, work, etc.);
- Higher education in communications, information management, records management, information science, or a related field.
- At least two years of relevant professional experience;
- Professional experience in institutional or strategic communications, including writing, content creation, and the use of digital tools.

- Practical experience in records management, information management, or digital archiving, or a demonstrated ability to develop and implement simple procedures and systems for records management.
- A good understanding of data protection issues, ethical documentation, and secure information management; practical experience is a plus.
- Interest in issues related to gender, women's economic empowerment, and digital inclusion; experience in these areas is a plus.
- Experience in training, coaching, or skills transfer with colleagues
- Proficiency in English; familiarity with the professional context in East Africa is an advantage.
- Strong interpersonal skills, active listening skills, ability to work collaboratively and adapt practices to the local context.
- Independence, organizational skills, team spirit, flexibility, and ability to work in an intercultural environment.
- Ability to adapt to local living conditions and integrate sustainably into a partner organization.
- No criminal record at the time of departure.

Job Details

Only applications from Swiss nationals or individuals with strong ties to Switzerland (residence, years of study or work, etc.) will be considered.

Volunteer work involves receiving a living allowance instead of a salary.

Volunteers are expected to be actively involved in the organization, particularly in outreach and fundraising efforts in Switzerland (including leading a support group).

Employment Conditions

- Coverage of round-trip travel expenses.
- Coverage of living expenses while on assignment.
- Coverage of Swiss social insurance during the assignment (AVS, unemployment, health, repatriation, etc.)
- On-site support from the regional coordinator during the assignment.
- Work certificate and a end-of-assignment allowance upon completion of the assignment.

To apply

Eirene Suisse does not set a deadline for applying for this position. The recruitment process will remain open until the position is filled. However, we encourage you to apply as soon as possible.

Please send the standard application documents (cover letter, resume, and copies of diplomas/certificates) to: Olaya LAVILLA, Eirene Suisse, emploi@eirenesuisse.ch.

Given the large number of applications we receive, only candidates who strictly meet the required criteria will be contacted. Thank you for your understanding.

For more information, please visit our website **www.eirenesuisse.ch**

Check out all our job offers.

EIRENE Suisse - Construire la Paix Ensemble
emploi@eirenesuisse.ch | +41 (0)22 321 85 56 | www.eirenesuisse.ch
Correspondance : Chemin des Cèdres 5 | 1004 Lausanne
Siège : Chemin du Bois-Ecard 14B | 1228 Plan-les-Ouates (GE)

More information about volunteering in the South.