

JOB OFFER

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

Communications, Documentation, and Knowledge Management Officer

Job location: **Gulu, Uganda**

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

Contract duration: **2 years**

Activity rate: **100 %**

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 the areas of communication, documentation, knowledge capitalization, and knowledge management. He or she will support the organization in establishing and institutionalizing sustainable systems for communication, ethical documentation, knowledge management, and the utilization of data and results.

Secondary objectives

- Establish and implement an integrated system for communication, ethical documentation, and knowledge management
- Enhance the quality and ethical use of the project's verified data and results

- Sustainably strengthen GTI-Uganda's capacity and ensure the gradual transfer of responsibilities

Activities and tasks

- Conduct, in collaboration with the team, a participatory analysis of communication, documentation, and knowledge management needs, and contribute to the development of a tailored work plan;
- Co-develop and implement a communication and visibility strategy, as well as practical procedures and tools for documentation, knowledge management, and archiving;
- Develop and support the use of ethical documentation standards, particularly regarding informed consent, data protection, the responsible use of images and testimonials, and adherence to the "Do No Harm" principle
- Contribute to the implementation and use of a secure and structured digital archiving system designed to preserve and make institutional knowledge and documents accessible;
- Support the production of communication and knowledge-sharing content based on verified results, including change stories, digital materials, learning resources, and project promotion materials
- Ethically document the participants' journeys, the project's main activities, meetings with stakeholders, and networking events with markets and economic partners;
- Support the project manager and the monitoring, evaluation, and learning manager in clearly presenting results, preparing learning materials, and editing and formatting reports, without assuming responsibility for project monitoring and evaluation;
- Under the supervision of the person responsible for monitoring, evaluation, and learning, verify the completeness and consistency of the documents used for communication, information sources, and consent forms;
- Document periodic learning reviews, decisions made, and accommodations agreed upon by the team;
- Train and support the person in charge of communication and documentation, as well as other relevant team members, through co-creation, mentoring, practical demonstrations, and regular feedback;
- Support the gradual transfer of responsibilities, capacities, and knowledge to the local team: co-production during the first year, implementation led by Gender Tech Initiative Uganda with support for quality assurance during the second year, followed by a full transfer of systems and responsibilities before the end of the assignment;
- Contribute to the final verification of system functionality, archive organization, and skills transfer, and participate in the preparation of a formal handover report.

Your profile

- Swiss national or strong ties to Switzerland (residency, studies, work, etc.);
- A bachelor's or master's degree in communication, journalism, media, digital communication, information management, knowledge management, or any other relevant related field;
- At least two years of relevant professional experience in the relevant field;
- Excellent writing and editorial skills, as well as experience in digital communication, content creation, and the professional use of social media;

- Experience in project documentation, knowledge management, storytelling, or producing narratives of change;
- Proficiency in digital tools for collaboration, document management, and archiving;
- Interest in issues related to gender, women's economic empowerment, and digital inclusion; experience in these areas is a plus;
- Understanding of the principles of informed consent, data protection, ethical documentation, and "Do No Harm"; practical experience in these areas is a significant asset;
- Ability to work with verified data and results and translate them into accessible content, without needing to be a specialist in monitoring, evaluation, and learning;
- Experience in training, coaching and skills transfer with colleagues;
- Ability to design simple procedures, templates, guides, and systems that can be used sustainably by an organization;
- Good command of English; familiarity with the professional context in East Africa is an advantage;
- Strong interpersonal skills, active listening, ability to work collaboratively, and adapt practices to the local context;
- Autonomy, organizational skills, teamwork, flexibility, and the ability to work in an intercultural environment;
- Ability to accept local living conditions and to integrate into a human-centered project in a complex context;
- Clean criminal records 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

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[More information about volunteering in the South.](#)