



## International Community of Women Living with HIV Eastern Africa (ICWEA)

### EXCELLENT JOB OPPORTUNITY

International Community of Women Living with HIV Eastern Africa Region (ICWEA) whose registered office is on Plot 1106, Kayunga – Ssege Road, Wakiso District, is a regional NGO with a focus on advocating for women living with HIV. ICWEA operates in 5 East African Countries of Burundi, Kenya, Rwanda, Tanzania and Uganda.

ICWEA has excellent job opportunities within its establishment and would like to interest those with the required qualifications and experience to apply as below;

**Job Title:** Advocacy Manager  
**Reports to:** Executive Director  
**Directly Supervises:** Advocacy Officer  
**Position Location:** Kampala – Uganda

#### Main Purpose of the Job:

To lead the development and execution of a Regional Advocacy Strategy for ICWEA, that derives its mandate from the Regional Strategic Plan & in the context of Sustainable Development Goals

#### Key Duties and Responsibilities

- Strategizing, planning and implementation of emerging policy and advocacy and coordinate with the wider ICWEA membership & Country Chapters;
- Ensure that the ICWEA membership is informed of changes in the Health landscape through regular meetings and other means of communication;
- Create partnerships and linkages with the wider International, Regional and National Health, HIV and Women Movements;
- Working with the Programme team, support the organisation and country chapters to implement advocacy, monitoring and accountability initiatives at national, regional and global levels;
- Position the organisation to engage in key global platforms and form partnerships with Global, Regional and National Partnerships e.g. the Global Fund, UNAIDS, UN Women, WHO, Stop TB Partnership etc.
- Lead the Research and policy development work;
- Lead the development of comprehensive, clear and innovative advocacy messages to strengthen the advocacy and policy work. These may include but not limited to Policy Briefs, Issues Papers, Best Practices and position Papers;
- Lead ICWEA Secretariat, members and country Chapters to engage in priority conferences and platforms like the IAC, IAS, CSW, AWID, Women Deliver, FP2020, HIVP4R, CROI etc.
- Develop and manage advocacy budgets including quarterly reforecasting and monitoring of income versus expenditure;
- In liaison with the Business Development Department develop and implement fundraising and resource mobilisation strategies geared towards Advocacy, policy and research work;
- Ensure high quality reports clearly communicating process, outcome changes and impact;
- Supported by the M&E Manager, ensure a robust M&E framework for the Regional Advocacy Strategy and effectively implemented, for continuous learning;
- Participate in strategic reviews and planning for the organization;
- Prepare periodic work plans and budgets for the advocacy department;
- Organize events to promote ICW-EA to the public and to stakeholders;

Make periodic reports on the advocacy, public relations and communications activities of ICWEA;

#### Qualification and Experience

An Honors Bachelor's Degree in Development Studies or Social Work and Social Administration, or Social Sciences or Communications with a certificate in advocacy & communication  
A minimum of three (3) years' work experience in programme implementation, advocacy & communication in an NGO setting with experience in working with partner organizations

#### Special Knowledge/Competencies

- Advocacy, rights and communications
- Global, regional and national policies and legislations relating to HIV/AIDS and gender
- Rights of people living with HIV, with a focus on women and young girls living with HIV
- Practices and trends in HIV/AIDS prevention and care in the region and globally
- Knowledge in gender audit and analysis, policy analysis and Research
- Bi-lingual applicants (English, French and Swahili) will be given priority.

**Note:** ICWEA is an equal opportunities organisation but this position is ONLY open to Women openly living with HIV.

#### COMMUNICATIONS OFFICER

**Post:** Communications Officer  
**Reports to:** Program Manager  
**Location:** Regional Secretariat in Uganda or other 4 East African Countries.

#### Job purpose:

To champion communication, monitoring & evaluation function and ensure visibility/positive image of ICWEA.

#### Duties and Responsibilities

1. Coordinate inter and intra-programme communication to facilitate access to information on core programme activities, status, output, achievements and challenges;
2. Coordinate communications planning and briefing, including press conferences and media interviews; Liaise between the organisation and networks and stakeholders;
3. Facilitate communications with all ICWEA members, country chapters and partners using appropriate channels.
4. Develop relevant messages and appropriate media channels that provide strategic solutions to communication challenges;
5. Enhance the public image of ICWEA through strategic communications and developing media relations with local, regional and International media;
6. In liaison with relevant staff members, actively participate in the development of technical papers and policy papers, submissions, written reports and briefings on policy, legal or research issues, as applicable;
7. Support programmes proposal development, and assist with designing and implementing programme activities or concepts regarding communications activities;
8. Produce compelling news stories/press releases, blogs, internal newsletters, media briefs, training documents, presentation materials and other communications products;
9. Oversee the production of internal and external IEC materials and publications;
10. Oversee the production and publication of ICWEA quarterly and annual reports, and in consultation with the management team and programmes & M&E teams, develop the report structure;
11. Strengthen staff skills in communications, social media.

#### Qualification and Experience

- A minimum of an Honors Bachelor's degree in Communication or Public Relations or International Relations or ICT
- Minimum of 3 years' experience in communication, public relations, and media relations in the media house, NGO's sector, international organization or government with experience in successfully leading the development and implementation of communication strategies for a humanitarian organization;
- Must have worked with an organization that deals with HIV/AIDS, women's health or an organisation for women living with HIV and with an in-depth knowledge in communications, advocacy or fundraising;

#### Competencies

- Very good command of written and spoken English and knowledge of Swahili and/or French will be an added advantage;
- Demonstrable track record of leading change which has led to significant results for the organisation and their stakeholders;
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching, and strong writing skills;
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures;
- Strong results orientation, with the ability to challenge existing mindsets;
- Ability to present complex information in a succinct and compelling manner;
- Experience of building personal networks, resulting in securing significant new opportunities for the organisation;
- Demonstrable experience in Microsoft Office suite of programmes and design programmes;
- Demonstrable experience in publishing, website and communication product development and design;
- Visionary, with strong initiative and ability to work without supervision;
- Excellent oral, presentation and written communication skills.
- Personal commitment to work as reliable, honest and trustworthy team member;
- Must be able to work comfortably and effectively with people of different national and cultural backgrounds and to establish and maintain constructive working relations in multi-cultural environment.
- Multilingual candidates (English, French, Swahili) are encouraged to apply and will be prioritized.

**Note:** ICWEA is an equal opportunities organisation but this position is ONLY open to Women and Women openly living with HIV will be prioritized.

#### Applications

Interested candidates should send in their applications with a cover letter and detailed CV together with academic documents and testimonials indicating the position they are applying. The positions applied for must be clearly marked in the Email heading or on the top of the envelope which must be addressed to;

The Executive Director, ICWEA,  
P.O. Box 32252, Kampala – Uganda  
Imworeko@icwea.org and copied to: admin@icwea.org  
Applications must be received by close of business on 12th December 2016