



## Call for applications for the Position of Graduate Intern- Knowledge Management at Environmental Alert

**Job title:** Graduate Intern-Knowledge Management.

**Duty station:** Kampala.

**Supervisor:** Programme Officer-Knowledge management.

### A) About Environmental Alert

Environmental Alert (EA) was founded in **1988** and this year (**2018**) marks **30 years** of contribution to improved livelihoods and development in Uganda through several interventions in sustainable agriculture, environment, natural resources management, water, sanitation and hygiene. EA is officially registered with the NGO Board as a Ugandan non-governmental organization, incorporated as a company limited by guarantee. EA is governed by an independent Board that is responsible for providing strategic oversight of the organization including ensuring its integrity as a voluntary service organization.

**Vision-** *'Resilient and dignified communities, managing the environment and natural resources sustainably.'*

**Mission –** *'Environmental Alert exists to advocate for an enabling environment, sustainable natural resources management and food security for targeted communities through empowerment and policy engagement.'*

To accomplish its mission, EA specializes in policy engagements for better policies and delivery of services to poor communities in both rural and urban environments. EA undertakes structured service delivery mobilizing communities and facilitating development of their skills, approaches and technologies for the sustainable management of their agricultural systems, natural resources and WASH facilities and services. Furthermore, this interaction generates experiences, lessons and facts which inform EA's issue based advocacy agenda at the community, local, national and international levels.

### **EA, as a host of the Secretariats of major national CSO Networks**

EA has vast experiences in mobilizing stakeholders for civic expression on forestry concerns developing and nurturing stakeholder participatory structures like networks (both formal and informal) and foras in the Environment and Natural Resources sector with a deeper understanding of Reducing Emissions from Deforestation and Forest Degradation plus (REDD+) issues and the REDD+ processes, drivers of deforestation and forest degradation, institutional arrangements, benefit sharing, facilitating collaborative forest management processes.

EA has played and continues to play a leading role in the following areas in the forestry sector:

**A)** EA Represents CSOs on the ***Environment and Natural Resources Sector Working Group*** for the Ministry of Water and Environment;

- B) EA is a member of the **National Wetlands Advisory Group**;
- C) EA is a member of the **International Union for Conservation of Nature (IUCN) and a Member of The IUCN National Committee for Uganda**;
- D) EA is a **Member** of the **Project Steering Committee** for the **8 years** GoU/UNDP project titled, *'Building Resilient Communities and Ecosystems through restoration of Wetlands & associated catchments in Uganda.'* The project is funded by the Green Climate Fund and implementation is 2017-2025 in 20 districts.
- E) EA led and coordinated the participation of civil society in the national consultative processes that resulted into the forest sector policy and institutional reforms in Uganda. These reforms gave birth to the new Forestry Policy, the National Forest Plan, the National Forestry and Tree Planting Act, and a new institutional structure for managing forestry in the country;
- F) EA coordinates and hosts the secretariats of three major civil society networks;
  - i) The **Environment and Natural Resource-CSO Network (ENR-CSO Network)**<sup>1</sup>;
  - ii) The **Uganda Forest Working Group (UFWG)**<sup>2</sup>;
  - iii) The **Promoting Local Innovations for sustainable agriculture and sound Natural Resource Management (PROLINNOVA) Network – Uganda**<sup>3</sup>.

### **EA operations and outreach**

In **2017** EA's scale of engagements involved stakeholders in over **23 districts** across the country to generate information and facts on selected issues in agriculture; water, sanitation and hygiene; and ENR to inform targeted National level policy engagements. Furthermore, area wide awareness engagements are conducted especially through print media, radio, websites and social media platforms. Some of these, especially the agroforestry 2 months campaign covered the **entire country**.

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<sup>1</sup> The ENR-CSO Network is another civil society network that brings together local and international NGOs that work in the broader environment and natural resources sector. The ENR-CSO Network has an elected leadership and a secretariat that coordinates its activities. The Network is active in mobilizing its members' engagement in sub-national and national level forest policy process, including the national and district annual budget cycles.

<sup>2</sup> UFWG is a platform with a broad spectrum of stakeholders who play different yet complementary roles in their individual, collective and institutional capacities. These include field technical support, small grants management, research and products development, awareness creation, piloting alternatives, media publicity of issues and policy processes, public debate, advocacy and legislative lobbying, budget analysis and advocacy as well as independently monitor the implementation of the Forest Policy commitments. Environmental Alert is the Secretariat of the UFWG.

<sup>3</sup> PROLINNOVA Uganda is an NGO-led multistakeholder initiative to build a national learning network on promoting local innovation in ecologically oriented agriculture and natural resource management (NRM). PROLINNOVA–Uganda envisions, *'a world in which women and men farmers play decisive roles in agriculture and NRM innovation processes for sustainable livelihoods.'*

## **B) Purpose of placement**

**The Graduate Intern-Knowledge management** at Environmental Alert will provide *guided support* towards development and implementation of institutional policies and practices for Knowledge management (Image. The position provides opportunity for practical application of his/her al knowledge. Thus, he/she will support all programme components of Environmental Alert.

In this position, he/she will work under the direct supervision of the Programme Officer-Knowledge management and will have the following responsibilities:

- a) *Travel to field sites to collect, record, and analyze data as appropriate to the specific objectives of the study.*
- b) *Support in designing and type-setting of EA generated Information, Education and Communication materials before publishing;*
- c) *Attend area seminars and other meetings as necessary;*
- d) *Summarize project results;*
- e) *Prepare progress reports;*
- f) *Regularly update appropriate information and knowledge on the respective websites and social media platforms as derived from program implementation;*
- g) *Support program staff in the documentation of selected cases and lessons from program implementation;*
- h) *Assist in managing EA's website, websites of Networks whose secretariats are hosted at EA and the associated social media platforms;*
- i) *Support in the sharing of news articles from various media in the field of WASH, Food and Nutrition, Environment and Natural resources (ENR); and*
- j) *) Any other duties that may be allocated to you by the supervisors.*

## **C) Terms and conditions of your Internship with Environmental Alert**

- i. You are subject to EA's Human Resource Policy and Manual and other operational policies;
- ii. Your work schedule and hours will be from 8.30am to 5.00pm, Monday to Friday; Your duty station will be Kabalagala, Kampala Coordination office, with field travels to the organization's programme areas as and when required;
- iii. Your job description may be amended from time to time for purposes of realignment with the changing operating context and as guided by the supervisors;
- iv. As an Intern, you are entitled to lunch and break tea;
- v. At the end of your internship, you are expected to write a hand over report detailing your activities, experiences and recommendations;
- vi. You will execute your duties with high integrity and devote your full time to the work assigned to you;
- vii. You will at all times abide by the advice and guidance given by the Executive Director as the head of the institution.

#### **D) Duration of Internship**

This Internship duration is 3 months.

#### **E) Finance and benefits**

For your services, EA will provide a monthly stipend to cover some of the costs of the Intern.

#### **F) Qualifications, Skills & Experience**

- i. Qualifications in IT, Computer science, Library and Information Science, Social sciences - preferably a bachelor's degree.
- ii. Document and photo designing skills using Microsoft publisher 2010, adobe Photoshop and Illustrator.
- iii. Skills and Knowledge in Content Management System (CMS), preferably WordPress.
- iv. Programming skills preferably in PHP-MySQL will be an added advantage.
- v. Writing skills will be an added advantage.
- vi. Fresh graduate of not more than 2 years after graduation or awaiting graduation.

#### **G) Essential requirements**

- a) Good communication skills.
- b) Ability to work under minimum supervision.
- c) Good interpersonal skills.

#### **Apply:**

Environmental Alert is an equal opportunity employer and the position is available for placement at the earliest possible time. Apply to the Executive Director, Environmental Alert, P.O. Box 11259, Kampala. Uganda. Or E-mail to [ed@envalert.org](mailto:ed@envalert.org) with a copy to [po.knowledge-management@envalert.org](mailto:po.knowledge-management@envalert.org) or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road). Applications should be delivered not later than **29<sup>th</sup> June 2018, 4pm**. The application should include *an application letter describing why you believe you are best suited for the job (no more than two pages), a detailed CV, copies of academic testimonials, phone number, e- mail address and names of three referees. Only short listed candidates will be contacted.*