



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

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

Duty station: Kampala.

Supervisor: Programme Officer-Knowledge management.

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 and visibility). The position provides opportunity for practical application of his/her 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 analyzing and sharing 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.*

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 6 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. Bachelor's degree in Information Technology, Journalism and mass communication, Computer science, Environmental science, Library and Information Science, Social sciences.
- 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. Knowledge and skill in social media and website management.
- vi. Writing skills will be an added advantage.
- vii. 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.
- d) Team player.

H) Application procedure

Apply to the Executive Director, Environmental Alert, P.O. Box 11259, Kampala-Uganda through E-mail ed@envalert.org with a copy to po.knowledge-management@envalert.org or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road). Applications should be delivered not later than **17th February 2020 at 5pm**. The application should include: *an application letter (not more than two pages), a detailed CV, copies of academic documents/ testimonials, phone number, e- mail address and names of three referees. Only short listed candidates will be contacted.*

Environmental Alert is an equal opportunity employer and the position is available for placement at the earliest possible time.

I) About Environmental Alert

Environmental Alert (EA) was founded in **1988** and in **2018 marked 30 years** of contribution to improved livelihoods and development in Uganda through several interventions in sustainable agriculture, environment and natural resources management. EA is officially registered with the NGO Bureau 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.

This profile presents more information about EA's competences, experiences and achievements over the last 30 plus years.

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

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

Further information about EA's 10 year strategic plan is available at: <http://envalert.org/wp-content/uploads/2015/09/Summary-of-EA-strategic-plan-for-2016-to-2025.pdf>

To accomplish its mission, EA specializes in policy engagement 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 Water, sanitation and hygiene (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 is establishing an **Agribusiness and Incubation Center** on a **10 acres piece of land at Kyevunze village in Wobulenzi in Luweero district off Bombo road**. Currently the center has various crop enterprises including: *eucalyptus, bananas, and coffee*. The objective is develop it as a self-sustaining entity for income generation, demonstrating appropriate environment and natural resources management technologies, innovations and practices to the community and the wider public; and contributing to climate change mitigation through sustainable management of a eucalyptus forest by offsetting the carbon foot prints associated with EA's development activities across the country.

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

EA has vast experiences in mobilizing and coordinating stakeholders for issue based joint engagements in the agriculture, environment, natural resources, water, sanitation and renewable energy sub-sectors.

EA has played and continues to play a representation and leadership role in structured CSO lobbying and advocacy engagements at the national, sub-regional and local levels. The following are some of them:

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

ii) EA is a member of the ***National Wetlands Advisory Group***;

iii) 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;

- iv) EA coordinates and hosts the secretariats of three major civil society networks;
- i) The **Environment and Natural Resource-CSO Network** (ENR-CSO Network)¹;
 - ii) The **Uganda Forest Working Group** (UFWG)²;
 - iii) The **Standards Development Group**³;
 - iv) The **Promoting Local Innovations for sustainable agriculture and sound Natural Resource Management (PROLINNOVA) - Uganda Country Platform**⁴;
 - v) **Renewable Energy CSO Network in Uganda.**

EA has developed demonstrated experiences and competences for managing small grants on behalf of development partners to deliver on agreed outputs and outcomes as per the timelines. In the management of such small grants, Environmental Alert assumes the role of a grant manager in terms of planning, coordination, monitoring & evaluation and preparation and submission of both technical and financial reports to the development partner. Together with the key stakeholders and development partner, Environmental Alert facilitates the process for development of the framework for identification of the implementing partners for the small grants in a participatory and transparent manner. Environmental Alert signs contracts with the identified implementing partners to implement the agreed outputs.

Over the years since 2008, Environmental Alert has managed small grants under the following programmes/projects on behalf of the development partner:

- i) *The National Forest Facility Program – on behalf of the Food and Agricultural Organization;*
- ii) *The International Year of Forests (2011)-Celebrations – on behalf of the Food and Agricultural Organization;*
- iii) *The Implementation of Expanded Consultations on the REDD+ Readiness preparation Proposal for Uganda;*
- iv) *The Forest Tenure Project – on behalf of the Food and Agriculture Organization;*
- v) *The Environmental Alert led outputs under the Forest Program – on behalf of Care International in Uganda;*

¹ 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. Further information about the ENR-CSO network is available at: <http://enr-cso.org/>

² **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. Further information about UFWG is available at: <http://ufwg.enaalert.org/>

³ The **SDG-Uganda** comprises of key forestry stakeholders including: *research and academia, civil society, private sector and government ministries, departments and authorities.* These were selected during the national consultative forum, which informed the development of the NFSS for Uganda. The stakeholders are categorized into the social, economic and environment chambers to meet the FSC requirements for stakeholder engagement.

⁴ **PROLINNOVA Uganda Country Platform** 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.* Further information about Prolinnova Uganda is available at: <https://www.prolinnova.net/uganda>

- vi) *The Global Climate Change Alliance (GCCA) – Project Phase I – on behalf of the Food and Agriculture Organization;*
- vii) *The Inclusive Green Growth for Poverty Reduction programme (IGG4PR) – on behalf of the Ministry of Water and Environment and the United Nations Development Programme;*
- viii) *The Rio Convention project – on behalf of the national Environment Management Authority and the United Nations Development Programme*

Over the years EA has demonstrated capacity and competences for implementation and delivery of outputs under consultancy based assignments and projects (on aspects such as: agriculture, food security, environment, natural resources management, water & sanitation; project baseline studies & evaluations) within the required timelines by the clients. This is possible because EA has mobilized the required knowledge, skills and competences among her staff to deliver on the technical outputs for the consultancy assignments. Furthermore, EA maintains and updates the data base of technical experts and or consultants who are easily mobilized to beef up the technical requirements for any consultancy assignment.

Thus, in this respect EA has successfully delivered outputs for consultancy based project assignments for the following clients: *Ministry of Water and Environment/World Bank; United Nations Development Program; Food and Agriculture Organization; World Wide Fund for Nature – Uganda Country Office.*

EA is a member to several **CSO Networks at national and local levels** for effective issue-based policy engagements to deliver common interests and goals through collaboration for tapping into synergies and pooling resources. These CSO networks include:

- i) *International Union for Conservation of Nature (IUCN) - <https://www.britannica.com/topic/International-Union-for-Conservation-of-Nature> ;*
- ii) *The Uganda National Committee for the IUCN;*
- iii) *The Global Environment Facility CSO Network - <http://www.gefcso.org/www.gefcso.org/index.html>;*
- iv) *The Civil Society Coalition on Oil and Gas (CSCO) - <http://oilinuganda.org/civil-society-coalition-for-oil/> ;*
- v) *The National NGO Forum - <http://www.ngoforum.or.ug/> ;*
- vi) *Participatory Ecological Land use Management (PELUM) Uganda - <https://www.pelumuganda.org/>*
- vii) *The Land Actors Platform hosted at PELUM Uganda;*
- viii) *The Uganda NGO Network on Water and Sanitation - <http://www.uwasnet.org/Elgg/address> ;*
- ix) *The Southern Voices on Climate Change Adaptation - <http://www.southernvoices.net/en/> ;*

EA operations and outreach

By the end of October 2019, EA scale of engagements currently involve stakeholders in **40 districts across the country** (i.e. 20 in the Albertine graben –*Arua, Nebbi, Koboko, Moyo, Adjumani, Maracha, Masindi, Hoima, Buliisa, Kagadi, Kyenjojo, Kibaale, Kasese, Bushenyi, Rubirizi, Mitooma, Rukungiri, Kabarole, Kisoro and Bundibugyo, Rakai*); Kampala, Arua, Kyegegwa, Kyenjojo, Wakiso, Mukono, Jinja, Buikwe, Luweero, Isingiro, Rakai, Kyegegwa, Gulu, Masindi, Kabalore, Kyenjojo, ...

EA as a host for Secretariat of various CSO networks mobilized and coordinated **over 260 CSOs/CBOs** for joint action engagement at national and local levels through CSO Networks such as **Uganda Forest Working Group - <http://ufwg.ensvalert.org/>; Standards Development Group; Environment and Natural**

Resources -CSO Network - <http://enr-cso.org/> ; **PROLINNOVA-Uganda Network** - <http://www.prolinnova.net/uganda> ; and **Renewable Energy CSO Network in Uganda**.

Area wide issue based awareness engagements especially through print media and radio – thus, reached about **655,000 people** (i.e. **400,000** through radio campaigns and **120,000** through print media & **130000** through social media; & **5000** through Workshops). **Notable** is that the detailed profile of Environmental Alert is available at: <http://envalert.org/wp-content/uploads/2018/07/EA-profile-Updated.pdf>

EA Strategic and development partners

The current strategic partners and donors supporting Environmental Alert's program are:

- i. *Care International in Uganda;*
- ii. *The World Wide Fund-Uganda Country Office;*
- iii. *Danish International Development Agency (DANIDA);*
- iv. *Norwegian Agency for Development Cooperation (NORAD);*
- v. *The International Union for Conservation of Nature;*
- vi. *Water Aid Uganda;*
- vii. *Ministry of Water and Environment;*
- viii. *The United Nations Food and Agricultural Organization (UNFAO);*
- ix. *The United Nations Development Program (UNDP);*
- x. *GIZ-Uganda;*
- xi. *The Ministry of Water and Environment;*
- xii. *The Ministry of Energy and Mineral Development;*
- xiii. *The National Agricultural Research Organization;*
- xiv. *The National Environment Management Authority (NEMA);*
- xv. *The National Forestry Authority (NFA)*
- xvi. *Makerere University;*
- xvii. *Bukalasa Agricultural College;*
- xviii. *Civil Society Budget Advocacy Group (CSBAG);*
- xix. *Trac FM;*
- xx. *Uganda Coalition for Sustainable Development (UCSD);*
- xxi. *The Climate Action Network – Uganda.*

EA will pursue and engage strategic partners for implementation of her Strategic plan.