



## Vacancy announcement for the position of – IT, Research and Knowledge Coordinator for the Kampala Regional Training Facility (RTF)

<b>Reports to</b>	Director, RTF
<b>Minimum Experience</b>	At least 10 years in gender and /or human rights sensitization and training
<b>Starting date</b>	1 <sup>st</sup> January 2019
<b>Work place</b>	RTF Headquarters in Kampala, Uganda.
<b>Salary grade</b>	P4
<b>Contexte</b>	<p>1. The International Conference on the Great Lakes Region (ICGLR) is an inter-governmental organization composed of 12 Member States (MSs) from the Greater GLR, which was set up in 2006 with the assistance of the African Union (AU), United Nations (UN) and bilateral donors.<sup>1</sup> The ICGLR aims to implement the <i>Pact on Security, Stability and Development</i> (Pact) which sets an ambitious agenda "to transform the region into a space of sustainable peace and security for peoples of the region, political and social stability, shared growth and development, a space of cooperation based on convergent strategies and policies driven by a common destiny". Key sectors include: (i) peace and security; (ii) democracy and good governance; (iii) economic development and regional integration; (iv) humanitarian and social issues and (v) cross-cutting issues including gender, environment, human rights, HIV/AIDS and human settlements.<sup>2</sup></p> <p>2. The ICGLR Pact has 10 Protocols including the Protocol on Prevention and Suppression of Sexual Violence Against Women and Children. In 2011, all heads of state of the ICGLR adopted a Declaration on <i>United to Prevent, End Impunity and Provide Support to the Victims of SGBV in the Great Lakes Region (commonly known as the Kampala Declaration on SGBV)</i>. The Declaration calls for a comprehensive approach from prevention to survivor support, involving a broad spectrum of stakeholders and institutions (i.e. governments, civil society, parliamentarians, religious leaders, and international partners). The Declaration links to other anti-SGBV global initiatives and UN Security Council Resolutions (1325, 1820, 1888, 1889 and 1960).</p> <p>3. Consequent to the Kampala Declaration, in 2014, the ICGLR opened in Kampala a Regional Training Facility (RTF) on the Fight against SGBV as agreed upon in the Kampala Declaration<sup>3</sup>. The objective of the RTF is to train and sensitize relevant personnel including in the medical, judicial and police sectors as well as social workers from the Great Lakes Region to provide an efficient and effective response to SGBV. It also includes, among others, facilitating regional knowledge generation and sharing, conducting policy-oriented research, and maintaining a database of regional and international experts. Furthermore, the RTF will contribute to building capacities of the proposed Special Courts as envisaged under the Kampala Declaration.</p> <p>4. The Regional Training Facility (RTF) on Prevention and Suppression of Sexual Violence in the Great Lakes Region (RTF/PSSGBV) is an institution of the International Conference on the Great Lakes Region (ICGLR). It is established under Article 6(9) of</p>

	<p>the ICGLR Protocol on the Prevention and Suppression of Sexual Violence against Women and Children (2006). The RTF will contribute to the ICGLR Member States' commitment to prevent and punish the crime of sexual violence in the region as expressed under in Art 11 of the ICGLR Pact on Security, Stability and Development in the Great Lakes Region. The 12 Member States of the ICGLR agreed to set up a Special Regional Facility for training and sensitizing judicial officers, police units, social workers, medical officers and other categories of persons who handle cases of sexual violence in the Great Lakes Region. ICGLR Member States are: Angola, Burundi, Central Africa Republic (CAR), Democratic Republic of Congo (DRC), Republic of Congo (Congo Brazzaville), South Sudan, Sudan, Kenya, Rwanda, Tanzania, Uganda and Zambia. In fulfilment of this obligation, Uganda offered, during the December 2011 Summit, to host the Facility (see par 14 of the Kampala Declaration). The RTF was launched on 18<sup>th</sup> February 2014 in Kampala, Uganda and became operational in April 2014 with the appointment of its Ag, Director.</p>
<p><b>Main function</b></p>	<p>Under the supervision of the Director, the IT, Research and Knowledge Coordinator will be responsible for managing all knowledge relevant and beneficial to RTF. This includes knowledge that is gathered (input) and generated (output) at and outside of the ICGLR-RTF but relevant for the RTF mandate. Input includes (academic) research, publicly available information (from other research and training institutes) available in open sources. Output has to do with research done by RTF, training outputs and effects etc. His /her work includes but is not limited to organizing and structuring research results on SGVB, identifying research gaps, capturing training needs assessments and writing /reporting on regular updates on progress and achievements in the region,</p> <p>In addition he/she will be responsible for managing the database of experts and training material; be responsible for interactive online regional knowledgebase generation, e-learning and new media in general. He/she works hand in hand with the Training Coordinator and other relevant staff at RTF to ensure coordination of the training programmes at the RTF. The Research and Knowledge Management also will be responsible for the management of e-learning centre/portal in the member states in collaboration with National Coordinators and/or country representatives of ICGLR. He/she will report to the Director, RTF while working closely with the Training coordinator and Communication Coordinator and relevant officers at the ICGLR Conference Secretariat in Bujumbura and other consultants who are hired by the RTF for training purposes.</p>
<p><b>Specific TASKS/ Deliverables</b></p>	<p><b>The IT, Research and knowledge coordinator will:</b></p> <ol style="list-style-type: none"> <li>a. Establishing and maintaining relationships with National, regional, and international research institutions and universities for relevant studies, publications, and knowledge regarding SGBV and facilitating relationships between researchers, practitioners and policy-makers, including through the maintenance and promotion of RTF website/ e-learning portal's networking database.</li> <li>b. Incorporating existing knowledge on sexual violence into the research agenda and training at the RTF.</li> <li>c. Responsible for interactive online regional knowledgebase generation, e-learning</li> </ol>

	<p>and new media in general.</p> <ul style="list-style-type: none"> <li>d. Work hand in hand with the Training Coordinator and other relevant staff at RTF to ensure coordination of the training programmes (including seminars, conferences, symposiums and other related meetings and e-learnings) for all trainees by planning and coordinating the logistics, systems for training programs and training sessions in the great lakes region.</li> <li>e. Responsible for coordinating the design, delivery, and documentation of e-learning materials and curricular developed at RTF to regional and international standards.</li> <li>f. Conducts assessment to establish a fully functional e-learning centre or portal compliance with current technologies.</li> <li>g. Establish and maintain detailed and accurate key content and project documentation including content outlines, accreditation for those who have accomplished trainings on the RTF online portal.</li> <li>h. Increase online visibility or the RTF by maintaining and expanding existing networks of partners in member states working on SGBV including; UN organisations, inter-governmental organisations, and Regional Economic Communities (RECs), CSO, Governments.</li> <li>i. Evaluate existing curriculum or teaching materials and convert to digital content in line with best practice methodologies in training and management of sexual violence cases.</li> <li>j. Make sure security measures are in place to control access to the material on the RTF website.</li> <li>k. Lead on course planning and development to ensure that the provision meets the needs of leaners/trainees and stakeholders.</li> <li>l. Implement, configure and train the web support expert at the RTF on maintaining access links on the RTF online portal (website).</li> <li>m. Liaise with the communications expert and relevant officers at the ICGLR Conference Secretariat in Bujumbura for all communications regarding training and advocacy purposes.</li> <li>n. Preparing monthly, quarterly and annual reports about research, e-learning/trainings, knowledge generation and sharing at RTF;</li> <li>o. Perform any other duties as assigned by the Director, RTF.</li> </ul>
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<p><b>QUALIFICATIONS, EXPERIENCE AND COMPETENCIES</b></p>	<ul style="list-style-type: none"> <li>i) Demonstrated experience and knowledge of the field of GBV, SGBV and/or gender issues;</li> <li>ii) Experience with doing (formative) research, gathering, organizing, excellent</li> </ul>
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writing skills and editing materials for publication;

- iii) Analytical thinker and able to oversee and summarise big chunks of information for easy accessibility of ordinary people;
- iv) Understanding of sexual violence both in conflict and peace times and the application of research to policy, programs, and practice;
- v) PhD or Master's Degree holders are preferred with a minimum of 10 years' experience in information technology, social sciences, statistics, computer science, law, and related disciplines can apply ;
- vi) At least three of progressive work experience in web resources development: web design, programming, research, knowledge management, web content management or e-resource.
- vii) Proficiency with Graphics Software Applications (i.e. Adobe Photoshop, Corel Suite, etc.) and experience in using such tools as Macromedia, Flash, etc. Video editing software experience will be an asset;
- viii) Strong Knowledge of Learning Management Systems and web delivery of learning materials (e-learning);
- ix) Excellent knowledge of Microsoft Office applications, including WORD, EXCEL and PowerPoint;

**Other skills:**

- i) Fluent in English and French. Swahili and/or Portuguese is an asset and added advantage.
- ii) Excellent communication skills and the capacity to be responsive to changing needs and requirements.
- iii) Experience working with similar training institutions of a regional /international nature will be an asset;
- iv) Academic and/or Work-experience in the GLR
- v) Very good computer skills (MS Office proficiency).

**SUBMISSION  
GUIDELINES**

To submit your candidacy, please submit your application by email to:

Ambassador Zachary Muburi-Muita, Executive Secretary of the ICGLR at the following

email address: [secretariat@icglr.org](mailto:secretariat@icglr.org), with cc: [Nathan.byamukama@icglr-rtf.org](mailto:Nathan.byamukama@icglr-rtf.org); [byam\\_nat@yahoo.com](mailto:byam_nat@yahoo.com), [ebmokodopo@gmail.com](mailto:ebmokodopo@gmail.com) not later than 7<sup>th</sup> December 2018.

The application file must contain the following documents:

- a) A cover letter outlining required qualifications;
- b) A detailed CV (4 pages maximum) with (3) references (with their telephone and e-mail contact addresses);
- c) Copies of the university degree certificates;

N.B.: The documents contained in the file must be written in English or French.

For more information on this opportunity, please visit: <http://icglr-rtf.org/opportunities.html>