



NUDOR

NATIONAL UNION OF DISABILITY ORGANIZATIONS IN RWANDA
Registered at RGB under N° 72/2014 according to the law No 04/2012 of 17/02/2012; TIN:
102404301; E-mail: info@nudor.org; Website: www.nudor.org;
P.O Box: 1546 KIGALI, TEL: +250- 0788845444 / +250 – 0788400063 / +250-0789739477

TERMS OF REFERENCE FOR RECRUITMENT OF LEARNING AND DOCUMENTATION OFFICER UNDER WE CAN WORK PROGRAM

Job Title: Learning and Documentation Officer

Report to: Program Manager (PM)

Location: Kigali

Organizational Unit: Economic Empowerment Program

1. NUDOR BACKGROUND

The National Union of the Disability Organizations of Rwanda (NUDOR) was established as a civil society organization in September 2010 by 8 National organizations of Persons with Disabilities and has currently nine (9) members. Currently, NUDOR is composed of fifteen (15) National Organizations of Persons with Disabilities.

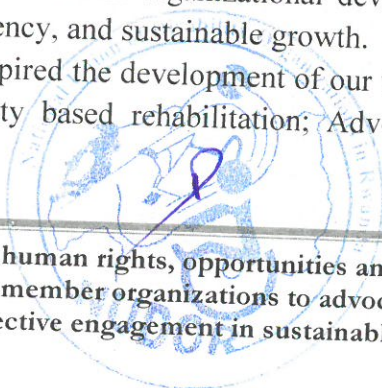
Through its interventions, NUDOR aims at achieving its vision and mission which are respectfully “a society where People with Disabilities enjoy equal human rights, opportunities and full participation as other citizens” and “To serve as a voice of member organizations to advocate for disability rights, inclusion of all aspects of life and their full and effective engagement in sustainable development programs.”

Our response/ strategic objectives: In line to needs of persons with disabilities and their organizations, as well as the Sustainable Development Goals and the National Strategy for transformation, the following are strategic objectives that will drive our work in the years to come:

- **Strategic objective 1:** Advocate for comprehensive inclusive and special Education to ensure equitable access for all children and adults with disabilities in Rwanda.
- **Strategic objective 2:** Advocate for Accessible, quality and equitable Health Services for persons with disabilities to promote health equity and well-being for all.
- **Strategic objective 3:** Advocate for increased access to skills development programs, employment opportunities, and appropriate social protection programs for persons with disabilities in Rwanda.
- **Strategic objective 4:** Advocate for responsive, inclusive, and equitable Laws, policies and practices that address the diverse needs, perspectives, and participation for persons with disabilities.
- **Strategic objective 5:** Enhance governance structures and foster organizational development initiatives to ensure strategic alignment, operational efficiency, and sustainable growth.

Cross-thematic areas: Following cross thematic are as that inspired the development of our theory of change and the overall strategy: Gender equality; Community based rehabilitation; Advocacy & Diversity.

Our Vision is a society where Persons with Disabilities enjoy equal human rights, opportunities and full participation as other citizens. Our Mission is to serve as a voice of member organizations to advocate for disability rights, inclusion of all aspects of life and their full and effective engagement in sustainable development programs.





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2. PROGRAM BACKGROUND

In line with its economic empowerment strategy, Light for the World with funding from Mastercard Foundation will implement an 8-year project dubbed **We Can Work**, a regional signature disability program that uses a system and mindset change approach to impact the lives of at least 1,000,000 young women and men with disabilities and enables them to access dignified and fulfilling work. The program works Nations Union Organizations of Persons with Disabilities (NUDOR) Rwanda, Umbrella Organizations of Persons with Disabilities and Entrepreneurship Hubs in Uganda, Kenya, Ethiopia, Senegal, Ghana and Nigeria.

With our partners, we will effect change at the level of individuals (including households and communities), organizations and institutions. Young persons with disabilities will act as change agents and provide disability inclusion advisory services and confidently advocate for disability-inclusive policies and practices among key system actors.

Throughout the eight-year partnership intervention, the key ingredients of our work with young women and men with disabilities in the lead will be:

- Engaging caregivers and communities through positive and empowering messaging around disability and inclusion;
- Driving co-creation processes to inform inclusive economic development;
- Developing agency of young women and men with disabilities through the We Can Work Academy; and amplifying voices of young persons with disabilities.

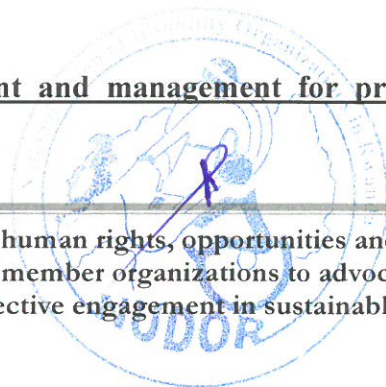
Role of Learning and Documentation Officer

Reporting to the We Can Work Program Manager, the Learning and Documentation Officer will support a range of activities related to communications, documentation, learning and innovation; namely behavioral change communication as designed and implemented under the We Can Work program, leading in-country communications with local internal and external program stakeholders, fulfilling communications and documentation targets within the program, building visibility and recognition of the brand and its work in the country, and highlighting key program achievements and learnings (to a local and international audience). The role also facilitates effective and systematic brainstorm and "Think-Tank" activities around a specified challenge, leading to development of products, materials and pilot projects.

Key responsibilities:

Behavioural Change Communication; Content development and management for print and digital media (social media, website)

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- Develop and disseminate content with the primary aim of changing mindsets towards disability inclusion
- Ensure all content and communication is accessible and inclusive.
- Provide support for communications on We Can Work for local and international social media channels and website.

Manage program-related communications, branding press, media, and PR

- Map stakeholders and channels and ensure periodic communication through the communication strategy and plan.
- Ensure correct application of the Light for the World and We Can Work brand on all external facing products (word documents, ppts, banners, tshirts, etc.).
- Achieve in-country program-related targets regarding PR and communication.
- Ensure all communication has gone through DTP (Desktop Publishing) process, is presentable and is in UNCRPD compliant language.
- Ensure donor-related visibility guidelines are implemented.
- Ensure cordial relations with media for meaningful distribution of information.
- Write press releases where required.

Support the facilitation of Co-creation, Brainstorm and "Think-Tank" activities

- Support the design and overall facilitation of co-creation processes and learning events around specified challenges and a agreed learning agenda relating to disability inclusion/ We Can Work.
- Support other brainstorm and "Think-Tank" activities by ensuring the use of creative facilitation techniques and participatory methodologies to drive these processes in a systematic and effective way.

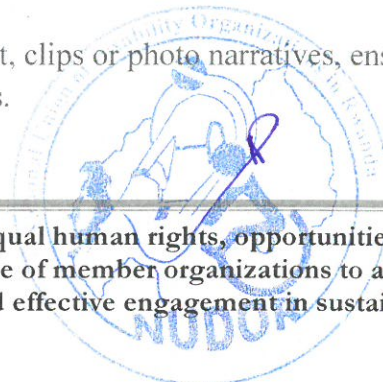
Development of knowledge products, and communication and resource materials

- Support content development to feed quarterly Disability Inclusion Insight Briefs
- Support the development of knowledge products that document good practices, lessons learned and key resource materials to support disability inclusion in Young Africa Works.

Support the MERLA team with documenting qualitative data that illustrate system change and impact

- Document stories of change in different formats like print, clips or photo narratives, ensuring supportive visual content and accessibility of all products.

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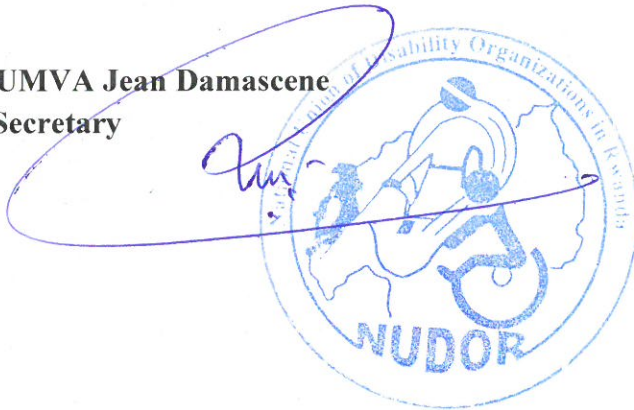
Required Skills and Qualifications

- Degree in Communications, Public Relations, Social Sciences, International relations, international development, or a related field
- Minimum three(4) years' professional experience in communications, public relations, or a similar field.
- Demonstrable experience in writing engaging print and digital content e.g. blogs, case studies, summary reports, and stories of change, for technical audiences and/or other stakeholders.
- Proven track record of distilling complex information into engaging messaging content.
- Competent in digital communications and working with digital platforms and devices.
- Strong team player with an interest in co-creating engaging content. Photography skills desired.
- Must be a self-starter with proven analytical, and problem-solving skills and the ability to work with minimum supervision.

3. HOW TO APPLY

Qualified Candidates (M/W) should submit a Motivation Letter , CV, Copy of academic papers and other supporting documents with contacts of three references, in English to: NUDOR email, recruitment@nudor.org and cc: info@nudor.org; not later than **Monday 3rd February 2025 at 12:00**. The application letter has to be addressed to the Executive Secretary of NUDOR. NUDOR is an equal opportunity employer. Only shortlisted applicants will be notified.

NSENGIYUMVA Jean Damascene
Executive Secretary



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