

**17<sup>th</sup> March 2026**

Comprehensive Rehabilitation Services for People with Disabilities in Uganda (CoRSU) is Uganda’s leading center providing pediatric orthopedic, plastic, and reconstructive surgery alongside comprehensive rehabilitation *to support inclusion and integration*.

Established in 2006, CoRSU delivers specialized care to children with disabilities, particularly from underserved communities, through the CBID program. The hospital conducts an average of 3,000 surgeries annually and has supported over 70,000 surgeries, reaching more than 100,000 people with rehabilitation services. CoRSU works in partnership with government, donors, and communities to strengthen referral systems, promote inclusion, and restore mobility, dignity, and hope across Uganda

**CoRSU Hospital seeks to fill the following vacancy:**

<b>Job Title:</b>	Program Documentation Officer
<b>Number of vacancies:</b>	01
<b>Payment Grade:</b>	<b>Full-time</b>
<b>Reporting to:</b>	Head of Programs and Partnerships
<b>Department:</b>	Programs and Partnerships

**Overall job objective:**

The role shall develop patient profiles for the Hope & Healing Project based on specified criteria. He/she shall work closely with the PMO team and Corporate Communications Office in Hope and Healing Program activities that contribute to increased CoRSU donor compliance, brand awareness, and publicity. It is intended to improve market share, maintain a good public image, and develop and maintain brand consistency. The position holder shall be responsible for Hope and Healing Program-related communication and support to other program activities when required

**Functional Outputs/Activities per key performance area:**

- Document (compile and develop) Hope and Healing program reports, stories, and action plans.
- Collect and store electronic photos/pictures and stories of patients.
- Develop an accessible catalogue of stories and Photographs; update the archive of photographs for reports, publications, etc.
- Patient profile drafts and summary donor-specific reports prepared.
- Take and process electronic photos/pictures of patients (photo classification, especially children) scheduled for surgery for donor-specific reports and fundraising.
- Coordinate assigned Hope and Healing program tasks as per the required workplan.

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Website: [www.corsuhospital.org](http://www.corsuhospital.org)

- Compile articles, interviews, and features about CoRSU and Hope and Healing.
- Support the compilation of the Annual Report and Newsletters and organization of public events.
- Contributes to regular updating and disseminating of the CoRSU Hope and Healing Program portfolio, as well as CoRSU Website information updates.
- Provide relevant info for the print media/Donors' websites and Grant adverts, and communicate to the immediate supervisor whenever the PMO is processing grant applications.
- Provide the Programs Management team with the required human-interesting stories and photographs for publication, fundraising, and new grant applications.
- Support the Programs team in compiling and sending out information packs to potential donors and supporters as requested.

### **Stakeholder Management**

- Stakeholder engagements to promote best program practices and improve patient experience at CoRSU.
- Support the Program Manager in relationship management with project beneficiaries.

### **Financial Management.**

- Effective utilization of resources allocated by the Hope and Healing Program
- Continuously identify areas for improved efficiency.

### **Risk Management**

Perform risk assessments for strategies prior to implementation and develop a mitigation plan to manage the risks.

### **Compliance**

- Ensure CoRSU Program policies, Donor guidelines, and regulatory compliance in execution of activities.
- Maintaining adherence to CoRSU guidelines and protocols, including patient confidentiality.
- Ensure CoRSU Corporate Communications policies and regulatory compliance in the execution of activities.
- Adherence to all CoRSU Policies and Procedures

Any other assignments as given by the supervisor.

### **Required Qualifications, Experience, and Key Competencies and Skills**

Bachelor's degree in Business development, social sciences, Marketing, communication, and related fields. The course requires technical skills in Photojournalism, Photography, Marketing, or a related degree, or an equivalent amount of related experience.

Recognized training in proposal writing, Advocacy, leadership, and community work is an added advantage

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Minimum of 3 years' while engaging with donors on report compilation, storytelling, donor communication, beneficiary profiling and engagement.

### **Key Competencies & Skills**

- Integrity
- Professionalism
- Leadership
- Driving Accountability
- Influencing Strategic Direction
- Best practices in communication research, planning and strategy, and execution of social media and the presentation to key audiences, including donors, government, the general public, and media
- Demonstrated skills in program communications, development of information, education, and communication material, documentation, and publication (including web-based documentation).

Qualified persons should submit their applications (detailed CV with a cover letter plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi, or email to: [recruitment@corsuhospital.org](mailto:recruitment@corsuhospital.org) before midnight of **Monday 6<sup>th</sup> April, 2026**, the Title of the Job you are applying for and the name of the Applicant should be the subject of the email. Applications will be reviewed on a rolling basis.

**NB:** *CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.*

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