



Refugee Law Project

School of Law, Makerere University
A Centre for Justice and Forced Migrants



Position:	Digital Youth Innovation Assistant
Work Station:	Adjumani, Refugee Law Project (RLP) Office
Programme	Research and Documentation
Reporting to:	Innovation Centre Administrator

Job Summary:

A Digital Youth Innovation Assistant plays a key role in driving digital transformation and innovation, particularly in supporting youth development, imagination, and creativity. He/She will support the design, implementation, and management of digital initiatives aimed at empowering urban refugee and host-community youths. The role shall focus on developing and strengthening digital skills, promoting innovation, and expanding access to technology-driven livelihood opportunities. The Assistant will contribute to digital strategy development, oversee digital platforms, support data management, and provide hands-on technical guidance during youth trainings. The position also plays a key role in identifying sustainable digital enterprise opportunities and supporting youth to access remote work and creative freelance markets. Working closely with programme teams and partners, the Digital Youth Innovation Assistant helps ensure that digital interventions are relevant, impactful, and aligned with broader organisational objectives.

Key Responsibilities

1. Digital Strategy and Innovation: Support the design of digital frameworks for impact measurement and data management, and contribute to broader digital transformation initiatives.
2. Project Management: Oversee digital platforms and tools, analyse data, and provide recommendations to strengthen digital strategies including planning and delivering digital skills training sessions for refugee and host community youths.
3. Business Development: Identify sustainable streams of interventions and digital enterprise opportunities, and coordinate training and capacity-building activities. This will include providing hands-on technical support to urban refugee youth during and after trainings to help them acquire marketable digital skills, opening pathways to remote work and creative freelance opportunities.
4. Support establishment and management of digital innovation hubs/platforms to enhance youth networking, collaboration, and innovation.
5. Technical Skills: Proficiency in digital tools, platforms, and technologies, such as project management software, collaboration tools, and data analytics.
6. Assist in integrating AI and emerging technologies into youth training programs and staff capacity-building initiatives.



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7. Facilitate youth participation in digital innovation processes and online peacebuilding engagements.
8. Support youth-led digital campaigns that promote social cohesion, tolerance, and inclusion in refugee-hosting communities.
9. Maintain accurate records of youth beneficiaries and innovations.
10. Contribute to periodic project reports, photo documentation, and digital content for visibility.

Qualifications and Experience

Education

- Bachelor's degree in ICT, Computer Science, Digital Media, Innovation & Entrepreneurship, Communications, or a related field.
- Additional certification in digital skills, ICT, multimedia design, or emerging technologies (e.g., AI tools) is an added advantage
- Demonstrated experience supporting digital skills training, tech learning programs, innovation hubs, or youth empowerment initiatives.
- Experience working with refugee and host community youth in humanitarian or community-based settings is desirable.

Other Requirements

Technical skills

- **ICT troubleshooting and youth technical support:** Able to assist youth in resolving basic hardware, software, and connectivity issues to ensure smooth participation in digital learning activities.
- **Digital productivity tools:** Digital literacy, data analysis, and project management including use of Microsoft Office and Google Workspace to prepare, organize, and collaboratively manage training and reporting materials.
- **Creative and online work tools:** Skilled in using digital design, multimedia, and online freelancing tools (e.g., Canva, WordPress) to support youth in developing marketable digital products.
- **AI-enabled applications and emerging technologies:** Basic understanding of AI tools and emerging technologies (e.g., Canva, ChatGPT etc), with the ability to introduce youth to safe, ethical, and innovative digital solutions.
- **Support to digital innovation spaces:** Able to assist in the setup, maintenance, and safe operation of digital innovation hubs, labs, and online platforms to ensure a conducive learning environment for youth.
- **Digital literacy and documentation:** Strong digital literacy with the ability to accurately document activities through data entry, photo/video capture, and online reporting tools.



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Youth digital innovation and community engagement

- **Youth mobilization and engagement:** Skilled in mobilizing, engaging, and mentoring urban refugee youth in digital innovation, online collaboration, and peacebuilding initiatives.
- **Support to youth-led advocacy:** Experienced in supporting youth-led skilling initiatives, community outreach efforts, and social media-based advocacy activities.
- **Facilitation and communication:** Strong facilitation and communication skills, with cultural sensitivity and respect for diverse identities and backgrounds.

Personal attributes

- **Innovation mindset:** Creative problem-solving and adaptability as demonstrated in an innovative mindset with a strong passion for technology-driven opportunities that empower young people.
- **Proactive learning:** Proactive and solution-oriented, with a willingness to continuously learn and adapt to new digital tools and skills.
- **Team collaboration:** Ability to work with diverse teams and stakeholders and teams to support smooth project delivery and shared goals to implement digital initiatives.
- **Ethics and inclusion:** Maintain high ethical standards, confidentiality, and a strong commitment to inclusion and diversity, including gender and disability considerations.
- **Communication:** Strong written and verbal communication skills.