JOB TITLE: **Knowledge Management and Communications Advisor**

REPORTS TO: **M&E Director**

SUPERVISEES: **NA**

PROJECT: **USAID Integrated Youth Activity**

DUTY STATION: **Addis Ababa**

1. About Amref Health Africa

Founded in 1957 in Nairobi, Kenya, Amref Health Africa is the largest Africa-based international NGO, reaching 35 countries. We work to ensure every African can enjoy the right to health services by helping create vibrant networks of informed communities that work with empowered health care providers in strong health systems. Amref has over half a century of experience in delivering health care and building health systems in Africa, partnering with those at the heart of communities to bring lasting health change.

Amref Health Africa partners with the Government of Ethiopia and local communities to implement diversified health and WASH project portfolios throughout the country, focusing on three key programmatic areas: Reproductive Maternal, Neonatal, Child, Adolescent and Youth Health (RMNCAYH), Water, Sanitation and Hygiene (WASH), and Communicable and Non-Communicable diseases. On August 2021, Amref has been awarded with a new USAID Integrated Youth Activity worth $60 million which will be implemented in 18 cities. Amref is is the prime partner in the consortium of 15 partners (international IPs, local CSOs and private resource partners). project working on the five years Integrated youth Activity (IYA). IYA is implemented in all regions of Ethiopia and will provide holistic services (health, education economic support and other social and youth friendly services) for youth from 15-29 age groups.

2. JOB SUMMARY:

The purpose of the Virtual Space, Knowledge Management and Communications Advisor is to support the M&E Director in leading and monitoring IYA's knowledge systems, lead the design and management of the virtual spaces and documenting and sharing the program progress and success stories of the implementation among the different consortuim partners. S/he is responsible for the development of knowledge management platforms, establish a virtual space for the project, and lead the learning and knowledge sharing processes among the consortium partners. S/he also is responsible for documenting innovative and sucessful experiences and achievements of the project and share reports, publications and scientific findings/products as necessary. S/he is responsible for the communication of such knowledge, products, experiences, new approaches, success stories and innovation plans to the relevant consortium members and other key stakeholders including the youth.

3. **KEY RESPONSIBILITIES AND TASKS:**

3.1. Systems strengthening (20%)
- Develop and implement IYA's knowledge management system/platforms to strengthen the project's knowledge management efforts;
- Work with other IYA staff to create user-friendly knowledge sharing mechanisms as part of the overall IYA knowledge management platform;
- Lead the establishment of a virtual platform to enhance knowledge management and information sharing platform.
- Work with Amref's IT and HQ knowledge management teams to integrate IYA's knowledge sharing platforms to the organization's broader systems like AIMS
- Support the M&E director and other project staff in the development/revision and implementation of Activity Monitoring, Evaluation, and Learning Plan (AMELP), including adaptation/development of knowledge management and learning indicators;
- Establish an electronic system of data sharing and success stories documentation for the project among the different consortium partners:
- Develop knowledge sharing and reporting templates to the consortium partners and monitor use of the templates;

3.2. Capacity building (20%)
- Closely work with IYA staff and other Amref projects to design and organize training on knowledge management systems, virtual space utilization and experience sharing practices;
- Work as a lead person in IYA to respond to queries and issues regarding knowledge management issues and capacities;
- Interact and build relationships among IYA's staff and other projects within Amref to integrate and streamline knowledge management products and deliverables; and
- Together with the MEL Director and other IYA senior staff, ensure that IYA's activity process is guided by collaborating, learning, and adapting (CLA) approaches.
- Provide support to the M&E and program team to ensure that success stories and scientific publications are prepared and disseminated broadly.
- Continuously monitor and provide guidance to youth beneficiaries to enhance utilization of the virtual space platform for the project
- Ensure the quality of content that will be disseminated in the virtual platform.

3.3. Data management and learning (20%)
- Be responsible for the analysis of social networks and formation of communities of practice within the IYA's consortium;
- Lead in organizing experience sharing and acquiring knowledge for project staff and consortium partners in advancing the project's knowledge and learning processes and increase collaboration among the partners;
- Create systems of data collection, analysis, and reporting on the use of the knowledge management platforms;

- Analyse the effectiveness of these knowledge management systems/platforms/and detail plans of actions and report to IYA's consortium for better implementation and use;
- Support IYA MEL team in baseline assessments including survey tool design, training of data collectors, supervision of data collection and entry, data analysis and reporting, and dissemination.
- Provide support and technical assistance to project staff on data visualization and utilization.

3.4. Reporting (15%)

- Support in the compilation of IYA's quarterly, semi-annual and annual summary reports and collate, analyse and disseminate data to improve project performance and informed decisions;
- Document and update IYA's consortium on best practices and learning stories;
- Document and disseminate good practices (local and global) to relevant stakeholders of the activity.
- Monitor and track knowledge management indicators and report performances against established targets;

3.5. Communication (15%)

- Facilitate communication and use of knowledge sharing and learning products to the consortium members, other projects within Amref, and external entities, including government and non-government organizations;
- Lead in organizing learning forums for best practices and success stories, and ensure on-going learning and adapting; and
- Networks and collaborates with IYA's consortium, the GOE and other non-governmental agencies, and donors on knowledge management and learning agendas.

Other duties and responsibilities (10%)

- Take part in the relevant program strategy, guideline and other tools and SOPs development processes
- Take part in the quality improvement and quality assurance interventions of the project.
- Perform other duties as assigned by immediate supervisor

4. Required Qualifications:

A) Education/Training

- MSc/MA degree in Statistics, health informatics, Marketing, Computer Science or social science or equivalent education and at least 7 years work experience.
- BSc degree in Statistics, health informatics, Marketing Computer Science or social science or equivalent education and 10 years work experience

B) Experience:

- 7 years of relevant work experience for MSc and 10years of relevant experience for BSc. Knowledge and experience in different data base and statistical packages (DHIS2, SPSS, STATA, Epi Info, Microsoft office applications, app development.

C) Competencies
- Excellent interpersonal and communication skill
- Demonstrated commitment to creating a learning environment in an activity including experiences leading knowledge management practices;
- Familiarity with USAID policies, rules, regulations and reporting requirements;
- Strong written and communication skills in English and Amharic;
- Unprecedented computer skills
- Experience working in a team management approach
- Ability to work effectively under pressure
- Innovative thinker