



## JOB ADVERT

IDENTIFICATION	
JOB TITLE	Knowledge Management Officer [Neglected Tropical Diseases]
REPORTING TO	Project Manager
DEPARTMENT / UNIT	Population Health and Environment (PHE)
DURATION OF CONTRACT	One-year (renewable)
DUTY STATION	Nairobi, Kenya (Hybrid)
<i>Female candidates are highly encouraged to apply.</i>	

### BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation, currently implementing more than 180 programmes, reaching more than 40 million people across 35 African countries, and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten African countries – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda, and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of '*Lasting health change in Africa*' and its *mission 'To catalyse and drive community-led and people-centred health systems while addressing social determinants of health.'* We believe that the power to transform Africa's health lies within its communities and therefore strive to ensure that health systems are not only functional but communities are empowered to hold these systems accountable for delivering of quality and affordable health care.

### OVERVIEW OF THE NEGLECTED TROPICAL DISEASE PROGRAMME

The Neglected Tropical Diseases (NTD) Programme at Amref's Kenya Country Office supports the Ministry of Health and county governments in Kenya to implement interventions on various neglected tropical diseases (NTDs), including Lymphatic Filariasis (LF), Soil-Transmitted Helminths (STH), Schistosomiasis (SCH), and Visceral Leishmaniasis (VL). LF and VL have been earmarked for elimination as public health problems by 2030, whereas SCH has been earmarked for elimination as a public health problem in areas where elimination is feasible but control in areas where elimination is not feasible. STH has been fully earmarked for control.

The Programme is also working with other stakeholders to develop its NTDs Big Bet Agenda, which focuses on eliminating LF, VL, and SCH across all endemic regions of Kenya, which will catalyze additional evidence-based and cost-effective programmatic investments.

## **JOB PURPOSE**

S/he will oversee all knowledge-related activities, including the management, capturing, sharing, and accessibility of knowledge assets. This individual will work closely with Amref's communication team to develop and implement knowledge management strategies and plans for the NTD programme, ensuring strict adherence to Amref's communication standards and donor branding guidelines.

The role involves working with the programme team to document and curate content and stories for internal and external audiences, ensuring effective dissemination of knowledge assets across various platforms, including local and international media and conferences, to enhance the programme's visibility.

The ideal candidate should be self-driven, highly creative, possess a proven track record, showcasing a portfolio of past projects demonstrating audience reach and impact. S/he must demonstrate strong leadership, effective communication, problem-solving, coaching, and teamwork skills. The candidate must be able to promote a culture of learning and sharing within the organization, possess high-quality documentation, have excellent writing skills, and be capable of managing multiple tasks or projects simultaneously while ensuring timely delivery. Building good rapport with teams and other departments for the position holder will be crucial to fostering a collaborative environment.

## **PRIMARY RESPONSIBILITIES:**

- Overseeing and maintaining the programme's knowledge base.
- Identify, gather, organise, share and analyse knowledge in a way that's easily accessible to all key stakeholders.
- Defining, organising, storing, and sharing of the programme's knowledge assets.
- Document and curate content and stories targeting various audiences and different dissemination platforms.
- Coordinate with multiple agencies to ensure timely and high-quality delivery of outsourced communication services, if any.
- Assist in managing reputation risks, including maintaining and executing a risk communication plan.
- Social media monitoring to provide timely feedback and recommend appropriate tactics for effective social media engagement to raise NTD awareness.
- Serve as the first point of contact for all media inquiries.
- Support in the development and review of periodic donor reports.
- Arrange for media interviews and webinars and coordinate media coverage of all programme activities.
- Work with various internal and external consultants to design and disseminate Information, Education and Communication material.
- Represent the NTD programme at various internal and external forums.
- Helping capture new knowledge with the usage of a knowledge base.
- Monitor progress by leveraging analytics to assess the impact, engagement, functionality

and effectiveness of knowledge management strategy.

- Providing relevant coaching, training and support to champion a knowledge management culture.
- Improving efficiency and fostering a collaborative culture.

### **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

- Bachelor's degree in Communications, International Relations, or a related field.
- A Master's degree in Health or Scientific Communication or a related area is an added advantage.
- A minimum of 3-5 years of relevant experience with proven practical expertise.
- Experience in developing and implementing effective public engagement strategies.
- Strong social media management skills.
- Proficiency in writing.

### **KNOWLEDGE AND SKILLS**

- Proactive and self-motivated, with the ability to work under minimal supervision.
- Strong analytical skills, with the ability to identify and understand key relevant issues for effective communication.
- Capable of presenting complex information clearly and simply in writing and verbally.
- Committed to stakeholder focus and relationship management to achieve role requirements.
- Able to prioritise tasks, work under pressure, and meet tight deadlines.
- Passionate about quality.

### **WORK ENVIRONMENT**

- Around **50%** of the Job holder's time is spent in the office while **50%** is spent in the field.

### **HOURS OF WORK**

- Normal Working Hours.

### **HOW TO APPLY:**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include **your portfolio** (could be a link or attachment), a **cover letter**- detailing why you are the best fit for this position and **your CV** with relevant skills and experience. Closing date will be **20<sup>th</sup> September 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*