



Job Opening Knowledge Management and Communications Officer

IDENTIFICATION	
Job Title	Knowledge Management and Communication Officer
Grade	
Reporting to	Project Manager- Saving Lives and Livelihood (SLL) Phase II project
Program	Disease Prevention and Control (DPC)
Physical Location	Addis Ababa

About Us

Amref is the largest African-based international non-governmental organization (NGO). Headquartered in Kenya, it currently implements programs in over 35 countries, and has been thoughtfully engaging with communities, governments and local partners for the past 65 years. Amref has increased sustainable health access across Africa by engaging in programme development, fundraising, and partnership through our European and North American offices. Our subsidiaries include Amref Flying Doctors, Amref Enterprises Limited, and the Amref International University. Amref has been active in Ethiopia since the 1960s and became fully operational in 2002.

www.amref.org/ethiopia

Saving Lives and Livelihood (SLL) Project

The Saving Lives and Livelihoods (SLL) initiative, a Partnership between the Mastercard Foundation and the Africa Centres for Disease Control and Prevention (Africa CDC). It is designed to save the lives and livelihoods of millions of people in Africa and hasten the recovery of economies across Africa.

The Program has entered its second phase, during which phase the Program will, among other activities, focus on completing the vaccination of healthcare workers and vulnerable groups; integrating COVID-19 vaccinations into routine immunization; preparing countries for the next pandemic, particularly through the training and development of community health workers; and strengthening the capacity of Africa CDC as is incidental to delivery of the same. The activities under Phase 2 are a continuation of the activities under Phase 1 and, like Phase 1, are intended to maintain and safeguard lives and livelihoods.

Job Summary:

The purpose of the ***Knowledge Management and Communications Officer*** is to support the Amref Ethiopia Saving Lives and Livelihood (SLL) Project and other projects implemented under DPC program are establishing a knowledge management system, lead the design and implementation of communication strategy and documenting and sharing the program progress and success stories of the implementation among the different stakeholders. S/he is responsible for the development of knowledge management platforms, and lead the learning and knowledge sharing processes. S/he also is responsible for documenting innovative and successful 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 donors.

KEY RESPONSIBILITIES AND TASKS:

Establish and oversee Knowledge Management (KM) System

- Develop and implement Saving Lives and Livelihood (SLL) Projects knowledge management and Disease Prevention and Control (DPC) Program system/platforms to strengthen the projects' knowledge management efforts;
- Work with technical and management staff to create user-friendly knowledge sharing mechanisms
- Lead the establishment of a virtual platform to enhance knowledge management and information sharing platform.
- Work with Amref's IT, Monitoring and Evaluation, and Amref HQ knowledge management teams to ensure DPC & SLL knowledge Management platforms are in line with the organization's broader systems like AIMS, and other systems
- Establish an electronic system of data sharing and success stories documentation for the project:
- Develop knowledge sharing and reporting templates and monitor use of the templates;

Communication

- Generate an actionable communication plan of communication products that covers project deliverables, reports, success stories, blogs, social media and other products.in consultation with the project's team
- Set a monitoring and evaluation system to track the successes and achievements of the communication efforts.
- Prepare quarterly reports on the communication activities
- Lead the documentation process for Saving Lives and Livelihood (SLL) Project activities and outcomes through success stories, best practices and the like.
- Lead the photo/video documentation of the project activities and outcomes by systematically identifying and reaching the beneficiaries and stakeholders of project
- Lead the preparation of the monthly/quarterly newsletter production
- Lead the photo and video production process of the key outcome areas of the projects
- Engage and manage communications vendors such as photographers and writers.
- Create and expand a project visual library of relevant and visually impactful edited images in high resolution.
- Develop other communication tools including newsletters, pamphlets, project briefs, factsheets and banners.
- Provide updates on progress of communication s deliverables against project activities.

Lead social media content development for the various digital platforms

- Lead the development of creative and unique social media content development and come up with innovative ideas to lead consistent content generation
- Overseeing the sharing of content across various social media platforms and website
- Stay up to date with various methods to create engaging and attractive content.
- Analyze the performance of content based on multiple KPIs, such as unique pageviews, conversion rates, and the average time on page
- Identify content setbacks and effectiveness, and determine the best content strategy moving

Capacity building

- Closely work project and other Amref staff and partner organizations Ministry of Health and regional health bureaus to design and organize training on knowledge management systems, its utilization and experience sharing practices;
- Work as a lead person SLL project at to respond to queries and issues regarding knowledge management issues and capacities;

- Together with the M & E team and other staff, ensure that SLL project follow a process is guided by standard KM and Communications Activity.
- Provide support to the M&E and program team to ensure that success stories and scientific publications are prepared and disseminated broadly.

Other duties and responsibilities

- 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

Required Qualifications**Education/Training**

- BSc degree in Statistics, health informatics, Communication, Marketing Computer Science or social science or equivalent education and 7 years work experience

Experience:

- 7 years of relevant work experience in KM and Communications

Competencies:

- Excellent interpersonal and communication skill
- Demonstrated commitment to creating a learning environment in an activity including experiences leading knowledge management practices;
- Strong written and communication skills in English and Amharic;
- Unprecedented computer skills, including data analytics and visualization
- Experience working in a team management approach
- Ability to work effectively under pressure
- Innovative thinker