

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

34/2010

THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

INVITES APPLICANTS FOR THE FOLLOWING POSITION:

Post Title: Knowledge Management and Communication Officer
Agency: IFAD
Type of Contract: Service Contract
Grade: SB - 4
Duty Station: Addis Ababa
Duration: Initially for One Year with a possibility of extension
Vacancy Announcement: UNDP /SB-4/34/2010
Date of Entry: ASAP



Organizational Context

The International Fund for Agricultural Development (IFAD) is a specialized agency of the United Nations dedicated to sustainable rural poverty reduction in partnership with developing member states. Working with rural people, government, development partners, civil society, and Non-Government Organizations, IFAD supports innovative and country specific solutions that increase household incomes and food security through enhanced access by poor rural people to financial services, markets, technology, and natural resources (land and water).

Duties and Responsibilities

Under the direct supervision of the Country Representative or Programme Manager, and in accordance with IFAD policies, procedures and guidelines, the officer will provide leadership to the Country Programme Management Team in: mainstreaming knowledge management (KM) into IFAD-financed programmes and projects; strengthening linkages between KM and project-specific monitoring and evaluation processes; and assist the CPMT in the design and implementation of a KM and communication strategy for the IFAD country programme in Ethiopia.

Specifically, the officer will:

- Assess the nature and type of data and information being generated under existing project-specific M&E systems and other management information system(s) within the public sector(s); and its relevance and responsiveness to the results and impact management framework of the country programme;
- Critically examine existing strategies, policies and instruments being used for KM and communication within the IFAD country programme;
- Identify critical gaps and prepare a draft strategy for improving KM and communication for the IFAD country programme;
- Organise a national symposia for stakeholders to jointly review and endorse the draft KM and communication strategy, including a media strategy to inform government and development partners about the IFAD country programme;
- Assist the CPMT in identifying clearly defined activities for KM and communication to be implemented as an integral part of the annual work plan and budget for each project/programme;
- Ensure that continuous learning and knowledge sharing are fully streamlined into the country programme with a view to scaling-up successful innovations;
- Undertake regular field visit to interact and learn from beneficiary households and field level staff as the basis for producing thematic case studies, documentaries and publications which demonstrate experiences and lessons learnt from the country programme;
- Participate in country strategy and project design missions to ensure that appropriate KM and communication strategies are build into planned activities; and
- Develop training materials and train CPMT, projects' staff and government counterparts on KM and communication approaches, methods and tools in support of awareness creation and sensitization of key stakeholders.

Competencies

- Strong written and oral communication skills
- Strong analytical skills
- Self motivated and creative thinker
- Proven ability to work in teams
- Strong social skills and open-mindedness
- Excellent knowledge of computer-based communications tools, in particular web-based technology
- Ability to work independently and with limited supervision

Minimum Qualification/Experience Requirements

- **Education:** Master's or Bachelor's degree in communications, journalism or a related discipline. Higher education in a field related to agriculture and rural development an advantage.
- **Experience:** Minimum of two years of experience for Master's degree holders and minimum of four years of experience for Bachelor's degree holders in communications and knowledge management, preferably in rural development. Proven experience in designing and implementing successful communication and knowledge management strategies for sustainable development. Good knowledge of and use of modern information and communication technology (ICT) in development. Experience in rural development, project planning, coordination, management and implementation; a good knowledge of project M&E systems will be a distinct advantage.
- **Language Requirements:** Good command of written and spoken English. Knowledge of the local language of the duty station is necessary.

Other Details: Please visit the UNDP Country Office website [www.et.undp.org /index.php?option=com_vac&itemid=107](http://www.et.undp.org/index.php?option=com_vac&itemid=107) and the UN Country Team website: www.unethiopia.org/job Opportunities.aspx for details of the vacancy. Click on the position to access the full vacancy announcement.

Only short-listed candidates will be contacted and applications that do not meet the minimum requirements will not be considered. Female candidates are highly encouraged to apply.

Interested applicants should submit their applications through:

UNDP Ethiopia website (for online application)

OR

The Human Resources Unit

P. O. Box 5580

UNDP, Addis Ababa

Closing date for receiving applications is 07 August 2010