CALL FOR APPLICATIONS

Job title: Knowledge Management Officer
Type of Contract: Local consultancy
Reference: 07/CRC-CRF/2022
Location: Dakar, Senegal
Duration of contract: One (01) year
Opening date: 04/08/2022
Closing date: 16/08/2022

Context and Justification

The West and Central Africa Council for Agricultural Research and Development (CORAF) is a not-for-profit international association of National Agricultural Research Systems (NARS) from 23 countries in West and Central Africa (WCA). CORAF harnesses partnerships to drive agricultural innovation toward achieving prosperity and food and nutrition security in WCA. For more information about CORAF, please visit www.coraf.org.

In 2020, CORAF embarked on a challenge to strengthen data management and information held at its Secretariat in Dakar, Senegal as well as the National Agricultural Research Institutions (NARIs) and establish effective linkages with the CORAF Monitoring, Evaluation, and Learning hub. Since then, the organization has taken various steps to build a tailored knowledge management system that responds to the organization's needs and contributes towards CORAF's knowledge management and foresight-related interventions. Currently, the Secretariat is in the process of finalizing the accompanying Knowledge Management architecture to support CORAF’s Second Strategic Plan (2018-2027) which seeks to strengthen research for development and stakeholder capacities, build and coordinate communities of practice and provide foresight to address the prevalent, emerging, and anticipated challenges. Within that architecture, CORAF is emphasizing producing and sharing knowledge products that meet the knowledge needs of the organization's stakeholders. By delivering on this, the Knowledge Management (KM) strategy is meant to enhance CORAF’s thought leadership in agriculture research, human capacity development, and innovation.

CORAF, through its programs and projects, generates a wealth of information and knowledge, intellectual capital that, without sufficient mechanisms to capture and redirect to areas of need, may remain underutilized. CORAF believes that it is pertinent to have a solid knowledge management system to simultaneously meet the diverse knowledge needs of stakeholders and nudge toward the organization's strategic goals. The production and dissemination of lessons learned, good practices, and other knowledge products as well as knowledge sharing related to the analysis of food security, nutrition, and resilience are key in building capacities at the regional level and generating up-scalable learning across the NARIs.

CORAF's integrated approach to KM, which integrates communications, MEL services, and knowledge communications, seeks to entrench an inclusive structure that advances KM as a cross-cutting service within the organization. As a result, CORAF is seeking a senior qualified individual for the position of Knowledge Management Officer to lead the knowledge management and capacity development activities across the organization. We are looking for a dynamic individual with strong project management experience, knowledge management background, and some understanding of communication or monitoring, evaluation, and learning.
JOB DESCRIPTION

Scope and Responsibilities
Under the supervision of the Director of Research and Innovation, the individual will coordinate CORAF’s cross-team integrated knowledge management service responsible for keeping in motion the different parts of the knowledge management system involved in identifying, capturing, processing, packaging, and promoting knowledge utilization across key CORAF stakeholders. This is a catalytic role entailing coordinating the organizational processing of information and delivery of knowledge in a way that responds to knowledge gaps and goals outlined in CORAF’s Strategic Plan. The Officer will work with the executive leadership on ongoing KM priorities.

Main responsibilities
The successful candidate shall inter alia undertake the following roles and responsibilities:

Strategic Leadership and Operations Management
- Lead the operationalization of CORAF’s KM strategy and position the organization’s knowledge management in a way that contributes to the agriculture technology and innovation scaling as well as research capacity development in the region.
- Oversee the planning and implementation of an integrated knowledge management system serving CORAF’s stakeholders across WCA.
- Provide leadership for the generation of knowledge, learning, and the development of conceptual frameworks that strengthen regional and national agricultural research and development systems.
- Establish and ensure that periodic knowledge management goals are met and continuously evaluate and adjust CORAF’s knowledge management system to ensure emergent challenges are addressed.
- Maintain a repository of organizational knowledge and facilitate easy retrieval, sharing and peer-to-peer learning; strengthen knowledge management structures, tools, and culture.
- Operationalize and continuously improve processes and guidelines for intranet content management, for all the content lifecycle stages – create, publish, maintain and archive.

Cross-Team Coordination: Coordination constitutes the bulk of this role’s responsibilities. It entails understanding the roles of different people in the production, coordination, processing, distribution, and application of knowledge.
- Coordinate the knowledge production process from data collection to information processing, marketing, and utilization of knowledge generated by CORAF and its NARIs.
- Coordinate the timely preparation, design, and dissemination of routine and periodic knowledge products (e., factsheets, policy briefs, backgrounders, articles, reports, briefing notes, etc.) that inform CORAF’s key internal and external audiences with specific messages.
- Work closely with the Communications team to ensure effective packaging and marketing of knowledge products in their various forms and to promote CORAF’s expertise and ensure that online knowledge platforms are up to date and of good quality.
- Work closely with the Department of Research and Innovation (DRI)/programs and field teams to ensure uptake and utilization of knowledge in ways that equip target end-users, implementing partners, and stakeholders with relevant knowledge and skills.
- Work closely with the Monitoring, Evaluation, and Learning (MEL) and ICT teams to ensure effective identification, collection, and conversion of information into knowledge, and that internal information tools are well-maintained.
- Overall, ensure that KM is well-linked with other internal functions for ongoing, effective, and efficient identification, capturing, processing, dissemination, and utilization of CORAF’s knowledge outputs to the relevant end-users.

Research and Learning
- Coordinate the conduct of quantitative surveys or other forms or research on social, economic, biological, and biophysical information (including from regional and national databases) for agricultural and economic development.
• Use research reports to provide evidence-based guidance on sectoral investment leading to innovative agricultural transformation and poverty reduction at national and regional levels.
• Work with the M&E Officer to coordinate the development and collation of information required for social, economic, biological, and biophysical analysis.
• Working with DRI and MEL, use data and knowledge to generate and improve foresight, and to continuously update organizational knowledge as needed.

**Training & Capacity Development**
• Provide coaching and mentorship to program managers on KM to ensure effective knowledge related practices
• Foster and maintain a vibrant knowledge culture across CORAF structures

**Networking and Resource Mobilization**
• Share the lessons learned from technical program implementation and partnerships with the management team.
• Contribute toward resource mobilization for CORAF’s activities
• Work with the communications team and management to help bridge the gap between what CORAF does and how much is known of the organization among key stakeholders by building a strong narrative on CORAF’s contribution to WCA.

Any other duties as required by the Director of Research and Innovation, and the management

**Key Working Relationships**
*Internal:* Executive Director, Director of Research and Innovation, M&E Specialist, Program Managers, Communications Manager, Director of Corporate Services
*External:* NARIs, Donors, External Consultants and Government partners

**Selection criteria**
**Education:** Advanced university degree in Knowledge Management, Organizational Learning, Development Communication, Information Management, International Development, Social Sciences, or other relevant fields from recognized institutions, is required.

**Required Experience**
• a minimum of 8 years of related work experience, including a proven track record of knowledge management/coordination, communication, within an international development setting.
• Experience working on international development issues, especially in areas related to CORAF
• Traceable experience in data capture and analysis, in evaluating and assessing organizational impact and in using evidence to improve organizational practice, inform programming, business planning and future developments
• A proven track record in converting research, data, and technical documents into external communications for advocacy, fundraising and external representation

**Desirable Experience**
• Work in WCA region and/or around agriculture issues, an asset
• Strong project management skills and proven coordination experience are considered an asset
Skills

Technical competencies

● Demonstrated technical competence coordinating/leading data and knowledge management programs across geographies, ideally for a large non-governmental organization, preferably with a multi-country mandate.
● Strong computer skills, including advanced proficiency with MS Office, and understanding of digital archiving, digital security, and data privacy, as well as the ability to stay up to date on ICT trends and opportunities
● Knowledge of online development data platforms (e.g., Delta) and communication platforms (e.g., Devex); sound foundation in effective handling and communication of knowledge on digital platforms, as well as strong understanding of data analytics and insight mining
● Sound training and/or facilitation skills to effectively transfer knowledge to diverse audiences through diverse tools and participatory methods and adult learning principles
● Strong research orientation and ability to analyze and distill comprehensive information, synthesize, and communicate research outputs and actionable resources to a variety of end users
● Communications background and experience with the production of externally facing communication products such as brochures, policy briefs, infographics, and reports
● Demonstrated understanding of knowledge management, principles, content management strategies and taxonomy frameworks, and capacity to develop knowledge management systems and promote organizational learning
● Ability to produce and deliver quality results in a service-oriented and timely manner and commitment to using knowledge to meet organizational goals
● Ability to work across different actors, cultural contexts, technical areas, and bridge silos within the organization and work effectively with external partners (government, donors, sector peers, civil society partners and communities)
● Exceptional organizational skills, including an ability to manage multiple priorities and keep track of details, understanding of project-based workflows, organizing resources, coordinating teams, and supporting partners working at a distance to achieve results
● Demonstrated understanding in linking robust research and learning to practical action, from design through to dissemination and use

Behavioral competencies

● Ability to work independently and as a member of a team to coordinate and lead the efforts of other professionals to effectively meet shared goals and optimize results
● Organization skills, excellent time management, and the ability to work on multiple different projects at once while ensuring attention to detail and timely delivery
● Strong interpersonal, leadership, communication, and motivational skills, ability to work in a team-oriented multicultural environment and be able to give and receive constructive criticism
● Unimpeachable ethical standards, personal integrity, and commitment to CORAF’s values
● Resourceful, innovative, and able to self-direct and able to solve problems as they emerge

Languages

● Perfect fluency in French and/or English language (written and oral) is required.
● Additional languages are a plus, especially Portuguese

How to apply

● Application file: the file must include a cover letter addressed to the Executive Director, Dakar, Senegal and a detailed CV, with the names and contacts of three mandatory references (e-mail, address, and telephone).
● You can submit your application online via the link: www.youmann-recruit.com no later than August 16th, 2022.

Female candidates are strongly encouraged