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International Institute
for Capacity Building
in Africa

Title:	Knowledge Management Consultant
Organizational Unit:	UNESCO-IICBA
Primary Location:	Addis Ababa, Ethiopia
Duration of contract:	11 Months
Deadline (midnight, Ethiopia time):	27 th June 2024
Application to be sent to:	i.recruitment@unesco.org ; v.kisaakye@unesco.org

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

1. Background and Objective

Under the overall authority of the Assistant Director-General for Education, with guidance from the Director of the Institute for Capacity Building in Africa (IICBA), and under the joint day-to-day supervision of (1) the Senior Programme Coordinator of IICBA, (2) the Senior Education Programme Specialist and focal point for the KIX Africa 19 Hub, the incumbent will be responsible for the knowledge management and for development and implementation of a communications and advocacy strategy, including systems for capturing, organizing and information dissemination to all stakeholders in collaboration with all of the Consortium Partners (CPs) involved in the KIX Africa 19 hub, namely IICBA, UNICEF and the African Union. This person will be responsible for supporting the visibility of IICBA and the KIX hub activities and outputs ensuring that the knowledge and information generated is shared across countries, especially the Developing Country Partners (DCPs).

2. Purpose of the Assignment

The International Institute for Capacity Building in Africa (IICBA) has a broad mandate for work on teacher policies and education in Africa. It will support 50% of the cost of this consultancy while the KIX hub will support the other 50%.

The KIX Hub's purpose is to collect, generate, exchange, and facilitate effective use of data, knowledge and innovation for education policy formulation and implementation among 18 English-speaking African countries plus Mozambique in sub-Saharan Africa. This focus aligns perfectly with the mission of IICBA, which works to strengthen education systems across the continent. The Hub tackles four thematic areas, namely (i) enhancing teacher professional development, (ii) promoting gender equality, equity, and inclusion; (iii) bolstering early childhood education; and (iv) addressing the education data challenge.

3. Duties/Tasks and Expected Output:

S/he will perform the following duties:

- Lead the communications, advocacy, and visibility activities of IICBA (50%) and the KIX Africa 19 Hub (50%);

- b) Design communications and advocacy materials and devise strategies of their use along key thematic areas for both IICBA and the KIX Hub;
- c) In collaboration with the KIX Hub Team Leader, IICBA's Senior Project Coordinator, and UNESCO IICBA's Director, hold webinars, social media live discussions with the most influential educational personnel on priority needs in the education sector to inform IICBA and the KIX Hub activities;
- d) Ensure visibility of IICBA and the KIX Hub in the global education sector and in each of the 19 Developing Country Partners (DCPs) and its alignment to national, regional, continental, and international education agendas and priorities, such as the United Nations Education 2030 Agenda and Sustainable Development Goals and the African Union's Agenda 2063 and Continental Education Strategy for Africa 2016-2025.
- e) Provide guidance and technical support to government partners and national officials on how to promote and use the KIX Hub digital platforms;
- f) Liaise with the project donor, countries (including KIX Hub CPs), Regional Advisory Team, Technical Committee, direct implementing partners, DCP focal points on communications and advocacy plans and materials including monthly calls with communications focal points from IDRC and the GPE
- g) Support the sharing and promotion of the uptake of knowledge through the development of knowledge management methods and tools.
- h) Leveraging social media in DCP countries and Africa and support the creation of an environment for the effective use of knowledge generated from IICBA and the KIX hub.
- i) Support other IICBA and KIX hub staff and DCP focal points in documenting best practices and lessons learnt which will be synthesized and shared across countries.
- j) Support operations research and the generation of new evidence and data across the region;
- k) Support the dissemination of results from the baseline, mid-term, and final project evaluations;
- l) Participate in the development of IICBA and KIX hub communication materials, presentations, articles, abstracts, and posters in the context of knowledge management and participate in the presentation of these products to various audiences. This will include utilizing data visualization techniques to present complex information in a clear, compelling, and easily understandable way, ensuring that the work of IICBA and the KIX Hub in Africa is well documented and publicized, and
- m) Perform any other duties as may be required by his/her supervisors and IICBA's Director.

4. Timetable and Deliverables

A- For IICBA communications (50%): monthly report on activities conducted to be submitted to the senior program coordinator

B- For KIX communications (50%) deliverables to be submitted to the KIX hub coordinator

- a) A draft of an individual work plan and Inception Report indicating the implementation of the project activities submitted by 31st May 2024;
- b) A draft of a quarterly KIX newsletter submitted by the end of the month.
- c) A draft of knowledge brief and report on the Community of Practice on Gender-Responsive Education undertaken by the KIX secretariat *submitted by 31st July 2024;*
- d) An updated communications and advocacy strategy for the KIX Africa 19 Hub developed and shared with the relevant staff and consortium partners for operationalisation to be *submitted by 31st August 2024;*
- e) A draft of a quarterly KIX newsletter by the end of the month *submitted by 30th September 2024;*
- f) A draft of a comprehensive engagement strategy for the KIX Continental Symposium, including the identification of key stakeholders, formulation of targeted interview questions, and execution of stakeholder interviews to gather insights and foster collaborative relationships *submitted by 31st October 2024;*

- g) A report on communication outputs as related to the third continental KIX Symposium, *submitted by 30th November 2024*;
- h) A draft of a quarterly KIX newsletter by the end of the month. Conduct a detailed analysis of the year's communication initiatives, assessing effectiveness through comprehensive evaluation of social media metrics, newsletter analytics, website traffic data, and press media mentions. *Submitted by 31st December 2024*;
- i) A blog about focal points experiences from the last three years and their expectations for next iteration of KIX, newsletter/infographic/brief/secondary knowledge products about IICBA and the key learning events of the KIX Africa 19 Hub *submitted by 31st January 2025*.
- j) A robust database of media contacts and communications focal points at national ministries, organized by country and categorized based on prior press engagements *submitted by 28th February 2025*.

5. Competencies (Core / Managerial)

- Planning and organizing
- Result focus
- Teamwork
- Innovation
- Knowledge sharing and continuous improvement
- Accountability
- Communication
- Creativity

For detailed information, please consult the [UNESCO Competency Framework](#).

6. Required Qualifications

Education

- Master's degree in communications, Education, International Development or its equivalent from a recognized university.

Work Experience

- At least four years of relevant professional experience in knowledge management and communications and advocacy required. Preferably some of it for large, multi-country education projects in Africa.

7. Skills/Competencies

- Ability to work with minimal supervision;
- High level of technical writing skills, excellent communications, and analytical skills.
- Excellent organizational, networking and partnership building skills, tact and discretion
- Personality: The post requires maturity, excellent interpersonal skills, tact and diplomacy, ability to multi-task, prioritize and deliver to deadline, as well as work under pressure. A key requirement is credibility and confidence, with high level representational and partnership building skills, involving a wide range of partners (including relevant Ministries, UN Agencies, donors, and civil society).
- Experience in developing and implementing a communications and advocacy strategies;
- Demonstrated leadership, proactive communication, and facilitation skills;
- Excellent ICT and communications, writing and editing, and analytical skills;
- Strong coordination, diplomacy, and networking skills;
- Able to work effectively in a multi-cultural work environment;
- Set high standards for quality of work and consistently achieves project goals;
- Very strong drafting and editing skills;
- Able to demonstrate, apply and share technical knowledge and recommendations to government partners and national officials.

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- Set high standards for quality of work and consistently achieves project goals; and
- Work experience with the United Nations or a specialized agency of it or with an international organization is an asset.

8. Languages

- Excellent knowledge (oral and written) in English.
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9. How to Apply

Interested applicants should send their motivation letter, CV, technical and financial proposals in English by email to: i.recruitment@unesco.org; [c.c. v.kisaakye@unesco.org](mailto:c.c.v.kisaakye@unesco.org). Application files will have to reach IICBA by 27th June 2024 midnight (Addis Ababa time). Please label the subject line “**Knowledge Management Consultant**”.

NOTE:

- All Applications should be submitted with a clear work methodology that is costed.
- Please note that only selected candidates will be contacted.

Thank you for your interest in working with UNESCO.