

CCAA KSO Template

This document sets out a format for the job descriptions for the KSO recruitment process. It is based on the document used by IDS. Elements that should be common to all organisations KSO Job Descriptions are in normal text. Elements that should be adapted and expanded to fit the particular circumstances of different organisations are highlighted yellow and in square brackets. Please remove both when you have created your own document based on this template. Carl Jackson (c.jackson@ids.ac.uk) and Maggie Ibrahim (m.ibrahim@ids.ac.uk) are available to discuss this process

ENDA TM

“ENERGY, ENVIRONMENT, DEVELOPMENT” PROGRAMME

Details of Vacancy

Knowledge Sharing Officer – Knowledge Sharing for Climate Adaptation in Africa

Full-time – 40 hours per week or however many are required to effect the tasks assigned

About ENDA

Since its inception in 1973, ENDA has accumulated over 30 years of hands-on experience of development/underdevelopment in Africa. ENDA’s vitality as a large, independent and long-established Africa-based organisation specialising in African energy, environment and development issues positions it squarely at the forefront of African development for the twenty-first century, a position ENDA will confirm and enhance. Based in Dakar (Senegal), ENDA has gained experience and unrivalled knowledge of Sub-Saharan Africa and its peoples through its 21 component entities, participating in and coordinating development research and practice, and building indigenous capacity in conjunction with other development organisations and international donors. ENDA recognises the need for sharing of information, knowledge, skills and resources as well as for strategic co-operation with other organisations, both northern and southern based. ENDA’s mission pivots around the core mission slogan ‘development first’.

More information on ENDA can be found online at:

<http://www.enda.sn> and <http://energie.enda.sn/>

Knowledge Sharing for Climate Adaptation in Africa

The Knowledge Sharing for Climate Adaptation in Africa is a three-year project funded by IDRC and DFID involving four core partners: the Institute of Development Studies, ENDA (Sub-Saharan Africa), FARA (Africa-wide) and ICPAC (Kenya). The overall aim of the project is to ‘improve the livelihoods of vulnerable people in Africa through increasing access to and use of knowledge assets by all stakeholders on climate change adaptation’. By linking with a variety of stakeholders, particularly those already engaged in climate adaptation research, the project intends to create a knowledge-sharing network of climate change adaptation actors across Africa.

The network’s development will be driven by the four core partners, who will each host a knowledge sharing officer, who will be responsible for linking with partners and members, for developing the network’s core functions and for tailoring research findings to different audiences.

ENDA works extensively in the genre of knowledge sharing, being of the belief that one of the most significant factors in Africa’s underdevelopment in relation to other regions is ‘the information divide’. Thus the Knowledge Sharing Officer will coordinate activities for this project and integrate them with other knowledge sharing work at ENDA

Job Description - Overall purpose of the role:

APPOINTMENT: Knowledge Sharing Officer: Knowledge Sharing for Climate Adaptation in Africa

REPORTING TO: Director of ENDA 'Energy, Environment, Development' Programme

ENDA Energy is seeking to recruit an experienced and enthusiastic Knowledge Sharing Officer (KSO) to co-facilitate the Climate Change Adaptation in Africa Network within a team of four KSOs located at IDS, FARA (Ghana), Enda (Senegal) and ICPAC (Kenya).

Applicants will be expected to have knowledge sharing, research and project management experience and be able to contribute to the wider work on climate change at ENDA Energy.

While significant funding is already available to support this position for 3 years, successful candidates will be expected to raise research funding beyond the timeframe of the Knowledge Sharing for Climate Adaptation in Africa project.

The KSO is supervised and mentored by the senior ENDA staff member in the CCAA, currently the Director.

Main Responsibilities

As part of the KSO team, facilitate knowledge sharing that helps to link climate adaptation research, policies and implementation for the benefit of vulnerable people in Africa through:

Content Management

- seeking information and persuading others to share research findings
- synthesising research, practice lessons, indigenous knowledge and other information sources to produce summaries, blogs, podcasts, SMS alerts, print and other communication products in ways that are tailored to different audiences and objectives
- online publishing
- exploring and co-ordinating application of innovative and participatory approaches to knowledge sharing
- sharing information in English and in French (and other languages where possible) in order to cross language divides (with indigenous knowledge organised, stored and shared in the vernacular)
- commissioning responsive translations of key sources
- monitoring the quality of content
- **Creating a database detailing existing experience in the field of interventions of the ENDA Energy Programme corresponding to the priority themes of the CCAA project. In this task, the successful candidate will be assisted by other members of the ENDA Energy Programme and its strategic partners. With the database, he/she will actively contribute to the better management of information of the ENDA Programme by sharing with partners and beneficiaries.**

Network Management

- developing and managing a membership network with the other three KSOs
- matchmaking relationships within the network, seeding questions, promoting answers, moderating online discussions and building trust
- facilitating governance of the network by its members

Engagement

- facilitating workshops and conferences and other dialogue spaces across Africa
- marketing the network and the value of a culture of knowledge sharing
- seeking and acting on user feedback
- **Making available qualitative information on the establishment of new products connected to the development of ENDA Energy programme's priority themes in concert with the CCAA project, to ensure that available knowledge/information is on hand and that architecture is put in place corresponding at all times to research objectives.**
- travelling to meet with core partners and other organisations to support project goals and activities

Collaboration

- Updating CCAA project partners and other beneficiaries on research methodologies (good practice, expertise etc.) in the preparation of activities (e.g. information research on activities led by donors and governments in Africa, existing/indigenous technologies etc.)
- Appraising strategic partners of the progress of project activities, particularly those linked to the establishment of a network of experiential evidence and shared knowledge, both within ENDA and among its partners.
- developing alliances and partnerships with knowledge generating, information intermediary and representative organisations and partners in Africa to collaborate, build on existing resources and deepen sharing
- developing partnerships with CCAA Adaptive Stories and Participatory Action Research programmes to understand demand from, incentives and opportunities for collaboration with vulnerable people and other groups to share indigenous knowledge and innovations on climate adaptation

Co-ordination

- Present half-yearly and annual workplans as well as reports of activities for the corresponding periods
- participating in training, personal development, mentoring and skills transfer with other knowledge sharing officers, other CCAA and IDS colleagues
- participating in team and other program management meetings
- supporting progress of the CCAA knowledge sharing program towards its overall vision and objectives
- managing budget lines
- managing elements of the program monitoring and evaluation system
- monitoring ICT tools (internet, mobile, etc) and liaising with technical partners to develop and sustain services
- monitoring print and physical distribution services and liaising with suppliers to develop and sustain services

Any other duties appropriate to the grade, which may be required on an ad hoc basis to support the CCAA Knowledge Sharing program

Person Specification:

This is an attractive position combining knowledge sharing, research and project management. You should have a postgraduate qualification in social sciences, preferably with an international development and climate change-related orientation. You should have experience of knowledge sharing and network facilitation, preferably within an international context. You should have experience of work on development issues in Africa and ideally on climate change-related projects. You should be willing to travel extensively within Africa. You should be able to work to a high standard and to short deadlines and you should possess excellent project management, networking, communication, and interpersonal skills.

Candidates should be able to communicate fluently in English and French, and additional language abilities are desirable. A demonstrated capacity to work both independently and in a small multi-sited team is essential.

Requirement	Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> Postgraduate qualification in social sciences with an international development focus 	<ul style="list-style-type: none"> Previous experience of working in international development and climate change Professional training in communications or knowledge management Professional training in participatory approaches 	<ul style="list-style-type: none"> Application
Knowledge	<ul style="list-style-type: none"> An understanding of climate change adaptation and climate information issues and theory Knowledge of development issues in Africa Knowledge of key issues and challenges in facilitating knowledge sharing, networking and communication in an international development context 		<ul style="list-style-type: none"> Application Interview Exercise
Skills	<ul style="list-style-type: none"> Ability to quality assess materials from a range of research, policy and practitioner sources Ability to assimilate documented information quickly and draw out key messages in an engaging style Ability to communicate complex information in plain language Capacity to analyse and synthesise information Excellent interpersonal, communications and project management skills Workshop planning and facilitation skills 	<ul style="list-style-type: none"> Able to communicate fluently in English, French and an African language 	<ul style="list-style-type: none"> Application Interview Exercise

	<ul style="list-style-type: none"> • Excellent computer skills with the ability to update and manage web-based resources • Fluency in French and ability to write in French to a high standard 		
Experience	<ul style="list-style-type: none"> • Delivering knowledge sharing services (email networks, public media, websites, conferences) • Developing and managing relationships with different partner organisations (e.g. research teams, practitioners, civil society, policy makers, businesses) • Marketing, monitoring and evaluation • Project management (e.g. budgets, coordination, reporting) • Working on development issues in Africa 	<ul style="list-style-type: none"> • Working in Africa on climate change issues] • Working with research and other partners in Africa • Participatory communications approaches • Experienced HTML writer or web editor such as Front Page/Dreamweaver 	<ul style="list-style-type: none"> • Application • Interview • Exercise
Attributes	<ul style="list-style-type: none"> • Excellent networker with the ability to make links between issues and organisations, and to build relationships with people at all levels of seniority and from different backgrounds • Awareness of and sensitivity to cultural diversity • Ability to work independently and in small teams • Ability to manage and prioritise multiple tasks 		<ul style="list-style-type: none"> • Application • Interview
Health/Other	<ul style="list-style-type: none"> • Willingness to travel extensively, mainly within Africa • Be physically and mentally fit to undertake demanding work to tight schedules in a variety of environments 		<ul style="list-style-type: none"> • Interview • Medical certificate

Knowledge Sharing Officer – KSCAA

Information to Candidates

Closing date: 17 October 2008

Interview date: w/c 29 October 2008

The following information is intended as a useful guide to applicants. Full details are supplied with an offer of appointment (according to ENDA terms and conditions of employment)

MEDICAL

Applicants are requested to supply evidence (doctor's certificate) of fitness, ability to work under pressure and undertake travel to parts of Africa where facilities may fall short of international standards

REFERENCES

Applicants are requested to supply at least two references, one from an employer and one from an academic institution where the applicant has studied

PROBATIONARY PERIOD

This position is offered with a one-month probationary period during which either party may withdraw from the employment without penalty

SALARY

Negotiable - dependent on qualifications and suitability

PENSION

None

HOURS OF WORK

Hours of work are 40 per week or however many are required for the satisfactory completion of assigned responsibilities.

HOLIDAYS

One month / year + 15 days / year

NOTICE

Termination of employment - one month by either party

ANNUAL REVIEW

Annual review for member staff performance

OTHER BENEFITS

Medical insurance

LOCATION

The ENDA Energy headquarters office is situated in Rue Carnot, located in the heart of 'The Plateau', where the original city of Dakar was constructed by the French colonial authorities in the latter part of the nineteenth century. Today it is the capital city of Senegal in West Africa. The Plateau area today has a modern, cosmopolitan feel to it and most major services are available close to the ENDA offices. Accommodation can be found in the Plateau area or in one of several pleasant suburbs of this sprawling African metropolis of around 3 million inhabitants, price being conversant with the general level of income in each area. Dakar is a

hub city of West Africa and, as such, provides a range of goods and facilities similar to other large cities in Africa.

APPLICATION METHOD

Applications should be made by post or fax but may also be submitted by e-mail to enda.jp.thomas@gmail.com attaching a letter saying justifying why the applicant is interested and why ENDA should consider the application, copy of current CV, at least two letters of reference (originals scanned) and an example of writing.