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 direct supervision of the IICBA Senior Education Programme Specialist and the Hub Management Consultant the incumbent be responsible for for knowledge management and developing and implementing 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 project, namely IICBA, UNICEF and the African Union. This person will be responsible for supporting the visibility of the KIX hub activities and out puts ensuring that the knowledge and information generated is shared across Developing Country Partners (DCPs).

2. Purpose of the Assignment
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 19 Anglophone African countries in six thematic areas, namely (i) strengthening learning assessment systems, (ii) improving teaching and learning, (iii) strengthening early childhood care and education, (iv) achieving gender equality in and through education, (v) leaving no one behind, and (vi) meeting the data challenge in education.

3. Duties/Tasks and Expected Output:
S/he will perform the following duties:
a) Lead the communications, advocacy and visibility activities of the KIX hub;
b) Design communications and advocacy materials for the overall Hub and devise strategies of their use along with each of its six thematic areas;
c) In collaboration with the KIX Hub Manager, hold webinars, social media live discussions with the most influential educational personnel on priority needs in the education sector to inform the KIX hub activities;
d) Ensure visibility of 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 platform;
f) Liaise with the project donor, CPs, Regional Advisory Team, Technical Committee, direct implementing partners, DCP focal points on communications and advocacy plans and materials.
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 the KIX hub;
i) Support other 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 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 ensure that the work on the KIX Hub in the region is well documented and publicized; and
m) Perform any other duties as may be required by his/her supervisor and IICBA’s Director

4. Timetable and Deliverables
a) An Individual work plan and Inception Report indicating a list of visibility items to be shared with GPE/KIX until Feb. 28th, 2023. This should be submitted to the IICBA Senior Education Programme through the KIX Hub Manager. It should present a clear scope of work and how the consultancy activities will support each country engagement activity. This should be submitted by April 30th 2022;
b) A newsletter/infographic/brief/secondary knowledge product about key Hub trends in learning events, and an analysis of how secondary knowledge products have raised visibility of the Hub’s work within and beyond the Hub, submitted by May 31st 2022;
c) A knowledge brief and report on the learning series on scaling undertaken by the secretariat and the Brookings and Jacob’s Foundation, submitted by June 30th 2022;
d) A semi-annual brief/report on all activities and learning undertaken by consortium partners indicating key best practice and promising practices. 500-1000-word blog focusing on one of KIX thematic areas such as teaching and learning as well as learning assessments, submitted by July 31st 2022;
e) An updated communications and advocacy strategy for the KIX Hub developed and shared with the relevant staff and consortium partners for operationalisation, submitted by August 31st 2022;
f) A report on the communications preparation for the KIX Inter-Hub Research Symposium including, but not limited to, communication materials, presentations, articles, abstracts and posters developed and disseminated, submitted by September 30th 2022;
g) A secondary knowledge product/report on the key outcomes of the KIX Africa19/21 research symposium held with country partners, and their new possibilities for further communications strengthening, submitted by October 31st 2022;
h) A report on the digital regional and national repositories and linkages to the KIX Hub digital platform within the context of IICBA’s website re-development. 500-1000-word blog on most utilized/accessed KIX related knowledge resources submitted by November, 30th 2022;
i) A report on the annual visibility of engagements using qualitative and quantitative metrics with an end of year newsletter. Additionally, a newsletter and video recap of yearly activities should be created and distributed to Hub stakeholders, submitted by December,31st 2022;
j) A report on the emerging country partners’ needs on communication in the education sector to inform the KIX Hub activities, submitted by January 31st 2023.
k) A practical strategy to ensure that DCPs engage more in the communication activities of the Hub, and end-of-assignment report on the key activities undertaken, with clear recommendations on how the Hub can strengthen its communication portfolio, *submitted by February 28th 2023.*

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;
   - Able to work effectively in a multi-cultural work environment;
   - 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

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. Application files will have to reach IICBA on or before 25 March 2022 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.