



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture



International Institute
for Capacity Building
in Africa

Institut international
pour le renforcement des
capacités en Afrique

Title: Knowledge and Management Consultant
Organizational Unit: UNESCO-IICBA
Primary Location: Addis Ababa, Ethiopia
Duration of contract: 11 months
Deadline (midnight, Ethiopia time): 27 March 2020
Application to be sent to: i.recruitment@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 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:

- Develop and implement a communications and advocacy strategy, including systems for capturing, organizing and information dissemination to all stakeholders for the KIX hub;
- Design communications and advocacy materials for the overall Hub and its use along with each of its six thematic areas;
- In collaboration with the KIX Hub Management Consultant, 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;
- 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;



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- Provide guidance and technical support to government partners and national officials on how to promote and use the KIX Hub;
- Liaise with the project donor, CPs, Regional Advisory Team, Technical Committee, direct implementing partners, DCP focal points on communications and advocacy plans and materials.
- Support the sharing and promotion of the uptake of knowledge through the development of knowledge management methods and tools;
- 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;
- Support other KIX hub staff and DCP focal points in documenting best practices and lessons learnt which will be synthesized and shared across countries;
- Support operations research and the generation of new evidence and data across the region;
- Support the dissemination of results from the baseline, mid-term and final project evaluations;
- 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
- Perform any other duties as may be required by his/her supervisor and IICBA's Director

4. Timetable and Deliverables

- Plan of work and inception report submitted to the IICBA Senior Education Programme Specialist through the KIX Hub Manager;
- A communications and advocacy strategy for the KIX Hub developed and shared with the relevant staff and consortium partners for operationalisation;
- KIX hub communication materials, presentations, articles, abstracts and posters development and disseminated;
- A report on the virtual dialogues held with DCPs on priority needs in the education sector to inform the KIX hub activities;
- Monthly progressive reports submitted on duties performed as assigned by the IICBA Senior Education Programme Specialist;

5. Competencies (Core / Managerial)

- Ability to work with minimal supervision
- Communication
- Accountability
- Innovation
- Knowledge sharing and continuous improvement
- Planning and organizing
- Results focus
- Teamwork
- High level of technical writing skills, excellent communications, and analytical skills.
- Excellent organizational, networking and partnership building skills, tact and discretion



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

6. Qualifications

- Master's degree in Communications, Education, International Development or its equivalent from a recognised university;

7. 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.
- 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

- Fluency (oral and written) in English with proficiency in the other language.

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. Application files will have to reach IICBA on or before 27 March 2020 midnight (Addis Ababa time). Please label the subject line "**Knowledge and Management Consultant**".

Applications submitted without a clear work methodology and a fee will not be considered.

Please note that only selected candidates will be contacted. Thank you for your interest in working with UNESCO.



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