**TERMS OF REFERENCE FOR THE RECRUITMENT OF KNOWLEDGE MANAGEMENT & Communication OFFICER.**

**I. BACKGROUND**

A) DESCRIPTION:

Amref Health Africa has been active in Ethiopia since the 1960s except for a period in the 1970s when escalating violence and a deteriorating political situation forced it to temporarily suspend its operations. The country office of Amref Health Africa in Ethiopia was established in 2002. To-date, Amref Health Africa has field offices in Afar, Gambella, Amhara, Addis Ababa and Southern Nations, Nationalities and People’s Region (SNNPR) and Oromia. We design and implement both communities based and national systems strengthening projects in Ethiopia and we have a strong evidence base in the thematic focus that we engage. Currently we are implementing 27 projects throughout the country with particular focus in averting Maternal and Child Health morbidity and mortality, creating access to Water, Sanitation and Hygiene (WASH), Communicable and Non-communicable Diseases, training Human Resources for Health (HRH) and providing Clinical Specialist Outreach (CSO) Programmes. Amref health Africa has community-based projects in nationally except Tigray, Dire Dawa and Harar regions. HRH and C&D programs are implements nationally covering all regions.

B) CONTEXT:

Amref Health Africa has strongly involved in the COVID 19 prevention and control intervention from the inception of the outbreak. The major interventions were included; Increased Community Engagement and Mobilization to stop COVID 19 spread; Improved IPC, case management and facilities readiness; Improved the water and Sanitation to reduce case infection; Improved coordination and planning of COVID 19 preparedness & response at national & regional level; and Enhanced evidence-based decision and advocacy.

Furthermore, Amref Health Africa Received budget from Packard Foundation and Master Card foundation to implement the COVID 19 vaccination awareness and vaccine deliver at different health infrastructure respectively.

Through this process Amref Health Africa uses different strategies and approach that the lessons are going to be used for future plan and intervention.

Currently Amref Health Africa received grant for the second phase from Master Card Foundation through Africa CDC as of December 2024 that will be implemented for the coming 18 months.

Amref Health Africa is thus seeking a dedicated knowledge management & Communication expert with a strong background in database management, and information gathering, organization and dissemination, case and success stories extraction, and communication .

**II. THE POST**

**Job Title:** Knowledge Management & Communication Officer

**Grade:**

**Program : Diseases Prevention and Control**

**Immediate Supervisor:** Program Manager of DPC

**Duty Station**: Addis Abeba, Head office

**III. MAJOR DUTIES AND RESPONSIBILITIES**

Under the supervision of the Program Manager of DPC , the Knowledge management & Communication officer is responsible for performing the following tasks:

1. Develop knowledge management strategy, including but not limited to prioritizing audiences to reach and types of information to disseminate, a plan to gather all relevant information, a framework to organize gathered information for easy access, and distribution channels to disseminate information;
2. Synthesize knowledge and information about best practices, developments and technologies to support development and execution of routine vaccination plan at country level;
3. Support the aggregation, validation, and dissemination of data collected to monitor and evaluate program plan execution
4. Collect, collate and warehouse all knowledge and information used to develop country plans as well as learnings from implementation of program plans and contribute to scaling pilot country activities;
5. Set up and oversee integrated set of databases for vaccine information and documents, Amref Information Management System (AIMS and the orgnization Monitoring and Evaluation, ensuring that all systems are appropriately supported and developed for maximum efficiency;
6. Gather and house internally all country stakeholder mapping documents for resource mobilization and advocacy efforts;
7. Advise Technical and Policy Advisors on development of new materials synthesizing existing information;
8. Maintain effective surveillance of information sources and keep track of the online and media footprint of the orgnization;
9. Develop comprehensive knowledge of effective and scalable best practices and advise implementation organizations;
10. Document convenings and relevant materials;
11. Provide support for the establishment of communities of practice;
12. Manage Amref Health Africa’s organizational change and develop an institutional memory of processes; and
13. Measure the effectiveness of knowledge management functions of Amref and perform any other duties that may be assigned.

**IV. EDUCATIONAL QUALIFICATIONS AND WORK EXPERIENCE REQUIRED**

Candidates must have:

1. Minimum of a Master’s Degree in Knowledge Management, Communcation or related field;
2. Minimum of five years of experience in knowledge management related positions, with proven track record of designing and implementing knowledge management strategies/procedures and databases;
3. Experience in applying information technology in knowledge management and specifically knowledge sharing;
4. Skilled in mainstream computer applications.

**V. OTHER RELEVANT SKILLS**

1. Familiarity with tools of knowledge dissemination via web-based and print publishing;
2. Understanding the principles of creating and maintaining communities of practice;
3. Project management and/or leadership and organizational change management experience desirable;
4. Excellent interpersonal skills, and ability to work independently and in teams; and
5. Excellent drafting, reporting and presentation skills.

**VI. LANGUAGE REQUIREMENT**

Proficiency in working languages English, Amharic. Knowledge of one or more of the other local languages would be an added advantage

**VII. TENURE OF APPOINTMENT**

The appointment would be made up to December/ 2025 with possible extension.

**VIII. GENDER MAINSTREAMING**

Amref Health Africa is an equal opportunity employer. However qualified and experienced women are strongly encouraged to apply.

**IX. APPLICATION**

To apply, please submit the following

* + A letter of motivation
  + An updated CV, indicating nationality, age and gender, and skills, abilities and achievements
  + Names and contact details (including e-mail addresses) of three referees, two of which must be professionals with ample knowledge of the candidate’s current or previous work
  + Certified copies of Degrees, diplomas, and/or certificates

Applications must be received not later than ……………….. and should be addressed to: