



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Liaison and Knowledge Management Officer
REPORTING TO	Project Manager
DEPARTMENT/UNIT	Programmes
DURATION OF CONTRACT	2 years (Renewable)
DUTY STATION	Nairobi, Kenya

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*.

1. GAVI CSO HOSTING ARRANGEMENT

Amref Health Africa is the new host of the Gavi Civil Society Organization (CSO) Hosting Arrangement. In this role, Amref Health Africa will work with a wide array of local, national to international civil society organizations (the Gavi CSO constituency) by providing coordination, strategic advisory services, constituency governance systems and process management, communications and administrative services, including advocacy, networking and knowledge management. This is aimed at support Gavi to attain the global immunization Agenda 2030, Gavi's Strategy for the 2021-2025 and COVAX.

2. JOB PURPOSE

The CSO Liaison and Knowledge Management Officer – Young Professional will report directly to the Project Manager and be responsible for the unit's knowledge management, collection and dissemination of information, communication and liaison and within and between the hosting unit and the external stakeholders.

3. PRIMARY RESPONSIBILITIES

- Work with the Project Manager to develop and manage a knowledge management (KM) strategy.
- Manage a CSO Constituency membership database to ensure up to date member details and increase membership transparency and visibility through real time analytics on geographic location, technical expertise, and other organisational characteristics across Constituency members.
- Support CSO mapping efforts, in close coordination with the Gavi Secretariat and other aligned donors and partners.

- Provide timely information on Gavi Full Portfolio Planning (FPP) and national processes to Constituency Members.
- Support the development and dissemination of knowledge and experience through enhanced communication, strengthened knowledge products and publications.
- Propose and promote creative solutions for knowledge management that support the CSO hosting arrangement's objectives.
- Support the establishment and facilitation of a community of practice (CoP) for CSOs, and foster systematic learning across the Gavi Alliance, Gavi CSO Constituency and broader CSO and health space.
- Actively liaise with Gavi CSO partners in West Africa/francophone Africa and outside the African continent.
- Prepare KM and management analytical reports.
- Support the establishment of and manage the operation of KM online tools and monitoring the same.
- Organize and implement trainings for the core team on KM.
- Provides administrative and logistics services to the Amref Gavi CSO team under the supervision of the Finance and Administration Officer. This includes working with the Advocacy Manager to convene monthly coordinating calls with the Constituency in order to strengthen linkages.

REQUIRED QUALIFICATIONS

4. Education and Professional Qualifications

- Bachelor's degree or higher in social sciences, international development or a closely related field.

5. Required Qualifications and Experience

- Minimum of three (3) years of relevant experience in cross-cultural environments and ability to work with a diverse stakeholders.
- Be between the ages of 18 and 35 years.
- Demonstrable ability in communicating complex ideas simply.
- Ability to operationalise a strategy into action and track record in managing large databases or information.
- Strong interpersonal and people skills, and demonstrate high levels of integrity.

6. Knowledge, Skills and Abilities

- Ability to communicate effectively through oral and written communication skills.
- Ability to work with computer spreadsheets to manage data bases.
- Strong ability to multi-task and deliver quality work within tight deadlines.
- Competence and familiarity with Microsoft office and use of internet.
- Language skills: Excellent spoken and written English; Proficiency in French is an added advantage.
- Strong interpersonal skills.