



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE – TENDER REFERENCE NO. 258-19/21

Name:

Post title: Knowledge Management Expert, Department of Political Affairs, African Union Commission/African Governance Architecture Secretariat

IDEA Division: Africa and West Asia Programme

Location: African Union Commission, Addis Ababa, Ethiopia
Line Manager: Head, African Governance Architecture Secretariat

Project: Expanding the Support to Structural Preventive Diplomacy and Political Analysis in the Area of Elections in Africa

Donor: UKFCO

Funding Agreement: UKFCO/IDEA/AU-DPA

The main functions of the Knowledge Management Expert will be to:

1. Maintain responsibility for AGA Platform knowledge generation, management, and sharing that ensures that the know-how, information, and experience is shared internally and externally with partners, and all other stakeholders.
 2. Work closely with other AGA Secretariat staff portfolio leads to refine knowledge management strategies and to improve the usability of information and knowledge and ensure users have the appropriate support while promoting communities of practice, content development, and training materials.
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1. Duties and Responsibilities:

The incumbent shall perform the following duties:

- Lead, manage, and support the implementation of a comprehensive knowledge management strategy in partnership with AGA Platform Members, partners and other stakeholders;
- Oversee and contribute to the development of knowledge products including technical publications or reports, AGA/DG trends websites, policy/learning briefs, cluster updates, newsletters, brochures, presentations, videos and posters;

- Provide overall quality control of AGA knowledge products;
- Provide technical assistance for writing, editing, and packaging knowledge products; and ensure compliance with AGA/AUC branding guidelines;
- Support the development of an end-of-project dissemination plan for AGA projects and manage the implementation of this plan to highlight project learning and results;
- Oversee and support the dissemination of AGA knowledge products and resources through a variety of approaches, including website, conferences, events (including end-of-project events), online discussions and social media; and seek other innovative approaches to knowledge dissemination and sharing;
- Provide support to AGA Continental specific and cross-programme knowledge management activities to distill, package and disseminate highlights and learnings and make them available to different stakeholders;
- In collaboration with AGA Secretariat staff portfolio leads, oversee the development, review and finalization of annual work plans, quarterly and annual reports, documentation related to close-out of projects and other donor deliverables as requested;
- Foster knowledge sharing and learning among cluster teams, AGA staff and partners;
- Develop and monitor the annual knowledge management budget;
- Participate in AGA strategic planning, results reporting, and cluster planning activities;
- Ensure proper visibility and sharing of stories, approaches, and knowledge products;
- Respond to internal and external knowledge-related information requests as needed;
- Perform other job-related activities as assigned.

2. Qualifications and skills

Basic qualification requirements:

.1 Level and type of formal education:

- Master's degree in knowledge management, communications, political science, human rights, development studies or related social sciences field;

.2 Professional experience:

- Minimum of five years of experience in knowledge management and/or communications-related positions or relevant experience;
- Excellent command of written and spoken English essential, while knowledge of any other African Union official languages is an added advantage.
- Understanding of and experience applying communications, knowledge management and communication concepts, tools, and approaches;
- Knowledge of technical and programmatic AGA Platform and AU Continental development issues;

.3 Functional competencies:

- Computer literacy and graphic design skills

- Ability to work under pressure, and to act with discretion in a politically sensitive environment and to establish good working relationship both with Government authorities and colleagues
- Outstanding interpersonal, oral and written communication and management skills;
- Strong critical thinking and problem-solving skills.
- Good communication and negotiating skills;
- Good planning and organizational skills.

.4 Work relationships:

- Ability to operate effectively in a multi-cultural environment and be Gender-sensitive.
- Ability to work in a team and maintain team spirit
- Ability to and commitment to ensuring joint activities and practical synergies between the work of the Cluster and the IDEA Africa and West Asia Regional Office.

2.5 Language skills:

- English. Fluency in one of the African Union's other working languages will be an asset

2.6 Computer skills:

- Knowledge of Microsoft Office, internet and web search tools as well as Adobe InDesign is essential

2.7 Location and Tenure of appointment:

- The position is based at the African Governance Architecture Secretariat (AGA), Department of Political Affairs, African Union, Addis Ababa, Ethiopia;
- The appointment will be made on initial fixed term twelve (12) months contract period that will be renewable depending on the availability of resources and subject to satisfactory performance.