



Job Vacancy

KNOWLEDGE MANAGEMENT ASSISTANT (PART-TIME)

Are you passionate about women's rights in Africa, excited about African feminism, and embrace African women's diversities?

Do you have experience in producing stories and analysis in the context of women's rights?

Are you ready to contribute to developing cutting-edge programming in knowledge management around feminist archiving, analysis and storytelling?

Background

The **African Women's Development Fund (AWDF)** is a pioneering grantmaking foundation headquartered in Accra, Ghana. AWDF was founded by and for African women. Since its founding in 2001, AWDF has continued to support a growing portfolio of grants to leading women's rights organisations and feminist movements across Africa, while also supporting knowledge generation, capacity building, movement building and donor advocacy around African women's activist histories, movement resourcing needs, and more recently, feminist futures.

Job Summary

The Knowledge Management Assistant (KMA) plays an exciting role in the Knowledge Management Unit supporting with the implementation of AWDF's Feminist Knowledge Hub. Reporting to and working in close collaboration with the Knowledge Management Specialist, to produce analysis, generate new knowledge around women's rights in Africa, and collaborate to communicate the impact of AWDF's work and the work of its grantees, advocacy and movement building partners. The KMA also assists with the documentation of organisational learning and knowledge generation within AWDF. The work of the KM function is conducted in English, with selected initiatives in French.

Specific Duties

- Assist the KM Specialist with information collection and analysis to support production of knowledge materials around AWDF's key areas of work for a range of audiences;
- Support development of social media and other materials to promote KM Unit's work
- Stay abreast of international development/women's rights field to ensure that AWDF's knowledge production and management work is relevant and responsive to current challenges facing African women
- Support other AWDF colleagues in the KM elements of external activities, particularly in relation to Capacity Building, Outreach and partnerships and Communications
- Under direction of the KM Specialist, oversee AWDF's physical [Resource Centre](#) and online resource library ([AfriREP](#)), keeping them updated and encouraging use of materials by AWDF staff and external users through outreach activities. Specific duties will include:
 - Assist in hosting events based at the Resource Centre
 - Provide support to Resource Centre visitors and maintain an updated visitors book
 - Update online and physical resource centre catalogues/digitize print documents as needed
 - Support with the redesign of the Resource Centre



- Oversee daily operation and upkeep of the Resource Centre including engaging with resource centre users.
- Assist with the production of AWDF's annual report with direction from the Knowledge Management Specialist
- Generate transcriptions from interviews with grantee partners, staff and other stakeholders
- Take minutes and assist with collating information at team meetings and towards producing the mid-year and end of year report
- Write articles, stories and features for the AWDF website and blog
- Assist the Knowledge Management Specialist in systematising the AWDF Photo archive and any other internal documentation archives as needed

Essential Knowledge and Experience

- Entry-level experience in knowledge production and archiving around women's organising
- Strong analytical, writing and editing skills are essential. Some experience of working with African women's organisations, and some knowledge of African women's rights issues and concerns is advantageous.
- Some experience of developing or managing information systems (for example, virtual or physical libraries or archives) and in using multiple communication and knowledge production formats (film, audio, visual/graphics) desirable.
- Excellent communication skills (both written and oral)
- High level of proficiency in MS Office required. Experience of working with Wordpress, and managing social media accounts desirable.
- Ability to work independently and part of a team
- Ability to work democratically with diverse groups and people.
- Ability to travel within Africa/ internationally essential
- Willingness to work flexible working hours, occasionally outside of regular working hours are expected

Qualifications

- Bachelor's degree in Gender, Women's Rights, Knowledge Management or related discipline, ideally with a research component
- Excellent written and spoken English. Working knowledge of French will be an advantage.

How to Apply

Please note that the post is a part-time position based at AWDF offices in Accra, Ghana and AWDF will not be responsible for any relocation or related costs for potential candidates. The candidate will be required to work three days a week (Monday, Wednesday and Friday when the Resource Centre is opened to the public).

AWDF is an equal opportunity employer. While qualified and interested candidates are encouraged to apply, preference will be given to African women candidates.

Qualified candidates should send a **cover letter indicating their relevant skills and experience** and **CV** of not more than 3 pages **by email to:** The Human Resources Manager at jobs@awdf.org with "Application for position of Knowledge Management Assistant" as the subject line.

Applications should reach AWDF **no later than 21 June 2019**. Only short listed candidates will be contacted for additional information and interviews.