



JOB VACANCY

KNOWLEDGE MANAGEMENT ASSISTANT

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, research/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 undertake research and 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 Research - 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

- 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.
- Be abreast of international development/women's rights field
Willingness to work flexible working hours, occasionally outside of regular working hours
- Ability to work independently and as part of a team
- Ability to work democratically with diverse groups and people.
- Ability to travel within Africa/ internationally essential

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.

Organisational Competencies:

All staff members must demonstrate AWDF Core values in all their professional relationships and any interactions that may reflect on AWDF:

- Respect
- Inclusive Diversity
- Feminist Leadership
- Professionalism, accountability and stewardship
- Solidarity and Partnerships

AWDF has a Zero Tolerance Approach to all forms of corruption which is an offence for which immediate dismissal without benefits will result.

Job Location

AWDF House, Accra, Ghana. AWDF will not be responsible for any relocation or related costs for potential candidates.

How to Apply

Qualified and interested persons 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 the position being applied for indicated as the subject line.

Applications for the vacancies should reach AWDF **no later than 6 November, 2020**. Only short-listed candidates will be contacted for additional information and interviews.

****In line with AWDF's mission, qualified African women are encouraged to apply.***