**Job Description**

Job Title: Knowledge Management and Communications Advisor

Reports to: Deputy National Programme Manager

Reporting Line: 2 KM and Comms Officers

**Location:** Abuja with frequent travels to other PERL-ARC offices and work locations

**BACKGROUND**

The Partnership to Engage, Reform and Learn (PERL), a five-year DFID-funded programme which started in 2016, will support the development of stronger public sector accountability to deliver public goods and services required for poverty reduction and growth, including to women and girls by strengthening links between governance reforms and service delivery. The programme therefore responds to the long-term challenge by supporting ‘more accountable, effective, and evidence informed governments, that prioritise the sustainable delivery of public goods and services that meet citizens’ needs’. The programme will be delivered through three pillars who work and plan together. The first pillar, Accountable, Responsive and Capable Government (ARC), will support the strengthening of processes, practices and capabilities within government to ensure more accountable and effective use of public resources. ARC will work towards the goal of bringing about accountable public administration, resource management and delivery of public goods and services at the state level, through regional reform hubs and at the federal level.

The PERL programme will move from the ‘transactional’ approach to technical assistance (TA) with a new emphasis on problem-driven working that is guided by a ‘transformational’ approach, increasingly focused on outcomes and tangible improvements in the delivery of services and goods to citizens. Our facilitation team will lead the process of engagement with government – identifying viable issues for projects which have clearly defined outcomes related to improvements in service delivery and core governance reforms where there is strong evidence of political buy-in.

ARC will provide direct support in Kaduna, Kano and Jigawa states, and at the federal level. Lagos and Enugu will operate as learning hubs, lending support to the South West and South East regions respectively, to replicate reform lessons learned, and to provide assistance on issues affecting the region. In the North East, ARC will support key state Ministries, Departments and Agencies in governance reform during this critical reconstruction and recovery phase in Yobe and Borno states, while sharing lessons in recovery with Adamawa and across the region. ARC will work closely and often jointly with Pillar 2, the Engaged Citizens Pillar, and Pillar 3, the Learning, Evidencing and Advocacy Partnership.

**SUMMARY OF ROLE**

The Advisor will have overall responsibility for the development and implementation of the programme’s Knowledge Management and Communications strategy and the delivery of identified outcomes.

**RESPONSIBILITIES**

* Provide coherent and consistent pillar-wide technical guidance in Knowledge Management and Strategic Communications, through appropriate and high-quality processes, frameworks and manuals;
* Collaborate with Pillar 2 and Pillar 3, and with the ARC Monitoring, Evaluation and Learning Advisor to support programme wide learning, adaptation and strategic communications;

# Develop and maintain an ARC KM manual focused on KM processes, delivery standards, KM technologies, techniques and tools;

* Support internal and external PERL communities of practice and knowledge sharing systems, whereby all ARC team members learn and implement KM strategies, tools and techniques, and external partners access tools;
* Coordinate Knowledge Management and Communication activities with other relevant DFID / donor-funded programmes;
* Identify needs, develop appropriate Terms of Reference (ToRs) and manage the scheduling short-term inputs by Knowledge Management and Communications specialists;
* Support Reform Managers with the development of location-specific Knowledge Management plans and ensure these are integrated with the programme-wide strategy;
* Support Reform Support Team activities;
* Liaise with the ARC Monitoring and Evaluation & Learning (MEL) Unit, ensuring all information required for DFID reports and reviews is collated and presented in agreed ARC and PERL formats and support quarterly reporting to DFID;
* Maintain quality assurance standards for all ARC products (including reports, booklets, manuals, leaflets, posters, banners, documentation for the ARC SharePoint, website and social media newsletters) and support Quality Assurance and dissemination of PERL products;
* Support a robust and interactive PERL website;
* Be responsible for the recruitment, development, management and growth of the team supporting the Knowledge Management and Communication work stream, and develop a system for tracking performance;
* Ensure ARC communication products adhere to DFID guidelines;
* Provide effective team leadership and capacity building;
* Other duties as specified by the DNPM and other assigned authorities.

**Work Requirements:**

* Minimum B.Sc. in Social Sciences or any relevant field
* Minimum 7-years work experience in governance reform and 5-years NGO experience in knowledge management and Development communications
* High level of skills and competencies, communicating development results to a wide range of stakeholders and audience
* Proficiency in the use of Microsoft office packages and other relevant packages
* Excellent report writing and inter-personal skills

**Application Method:**

Candidates who meet the above requirements should submit an updated CV to [Sadiat\_Giwa-Osagie@dai.com](mailto:Sadiat_Giwa-Osagie@dai.com). Application deadline is **Friday 25th May 2018**. The subject of the mail must contain **Knowledge Management and Communications Advisor**. Only shortlisted candidates will be contacted for interview.