

AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT N° ADB/11/TA003¹

Position title: PRINCIPAL KNOWLEDGE MANAGEMENT OFFICER	Grade: PL 4	Position N°:	Closing date: 30 JUNE 2011
Department: ASSOCIATION FOR THE DEVELOPMENT OF EDUCATION IN AFRICA (ADEA)	Supervisor's Title: DIRECTOR, ADEA		
<p>Context: The Association for the Development of Education in Africa (ADEA) is a forum for policy dialogue on education. It acts as a catalyst in promoting innovative policies and practices through the pooling of ideas, experiences, learning and knowledge. Its overall goal is to contribute to the development of equitable and high quality education through the concerted efforts of African governments and their partners. The main components of ADEA are: the Steering Committee, the Executive Committee, the Bureau of Ministers, the Secretariat and the Working Groups. The Secretariat administers ADEA's work programs and budget, implements major activities including the Triennales, organizes statutory meetings, manages communication and knowledge management and coordinates the work of ADEA's Working Groups.</p> <p>Duties and Responsibilities: Under the general supervision of the Director of ADEA, the Principal Knowledge Management Officer will perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> • Manage, as required, programming, planning and implementation of the ADEA's Knowledge Management (KM) program and policy in order to disseminate as widely as possible the knowledge and results accumulated by ADEA through policy dialogue, analytical research and exchange of knowledge, inter-learning and capacity building. • Develop and manage innovative and cost effective on-line and off-line KM tools and systems to consolidate, compile and disseminate information and knowledge generated from ADEA's Biennales/Triennales, ministerial meetings/conferences, seminars/workshops, Inter-Country Quality Nodes (ICQN's) and on ADEA Working Group activities. • Develop and manage databases and information systems on African Education Specialists, African Education NGO's, African Ministries of Education 'Needs and Requests', ADEA's Publications, and international individual/institutional contact addresses and profiles. • Improve the functionality, authority and visibility of ADEA's information and knowledge contents through the development and management of an integrated web portal. • Manage, provide advice and expertise to the Secretariat staff on the systematic archiving of electronic records, documents/reports, and corporate data through the establishment of standard systems and procedural policy guidelines. • Supervise the work of the Working Groups on Distance Education/Open Learning and that of Non Formal Education through substantive and strategic guidance, regular follow-up and monitoring of the implementation of the two Working Groups' activities. • Supervise KM staff, including consultants working on the development of KM related software application programs. • Develop and manage KM dissemination strategies by establishing and maintaining effective working relationships and communication channels with ADEA's core stakeholders within and outside of ADEA and the Bank in order to enhance the effectiveness of the dissemination of knowledge on ADEA's activities. • Monitor the quality of ADEA's KM activities and programs through the development of feedback and benchmarking systems that allow regular follow-up and evaluation of the contribution and effectiveness of KM actions in achieving ADEA's high level strategic goals and objective. • Provide advice and technical support to Secretariat staff and Working Group Leaders/Coordinators on most innovative and cost effective KM tools, ICT systems and web technologies. • Advise reciprocally the Executive Secretary of ADEA on national ICT policy strategies related to the development of education in Africa and keep him informed on all KM and related national, regional and international initiatives that have key strategic impact on the development of Education in Africa through regular consultation and exchange of information meetings. • Perform any other related duties as assigned. <p>Selection criteria (including desirable skills, knowledge and experience):</p> <ul style="list-style-type: none"> • At least a Master's degree in a relevant area of expertise (Educational Systems, International Development or Economics). • Preferably a minimum of six (6) years of proven experience in KM related to the development of education in Africa. • Excellent KM and integrative technical skills to develop and manage ICT tools and systems to disseminate information and knowledge on ADEA's actions in the development of education/training/research in Africa and to influence their use among key audience groups. • Demonstrated supervisory ability in providing substantive and strategic guidance to the ADEA Working Groups on Distance Education/Open Learning and that of Non Formal Education. • Demonstrated ability to follow-up the activities of the ADEA Inter-Country Quality Node on Literacy. • Demonstrated aptitude in analytical work on educational development in order to exploit efficiently the knowledge content produced by ADEA; • Strong ability to apply innovative, flexible and comprehensive approaches capable of meeting the challenge of the constant change in technology and diversity of information and knowledge to be disseminated to ADEA's population audience comprising people with heterogeneous skills and culture in ICT systems. • Strong ability to undertake cost-effective analysis for strategic decision-making policies on choices of KM tools and systems; • Good ability to work in team with good interpersonal, communication and program management skills. • Excellent written and verbal communication skills in English and/or French with a good working-knowledge of the other language. 			
Submitted by: Mohamed Mahdi YOUSSEUF, Division Manager, CHRM.1			Date :
Approved by: Gemina ARCHER-DAVIES, Director, CHRM			Date :

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit an online application, and attach a comprehensive Curriculum Vitae (CV). The President, AfDB, reserves the right to appoint a candidate a lower level. The Development Bank is an equal opportunities employer and **female candidates are strongly encouraged to apply.** <http://www.afdb.org>

¹ The position is a *Technical Assistant Position-This is a non-regular Position of the Bank*