



African Conservation Tillage Network

JOB ANNOUNCEMENT

Knowledge and Information Management Manager

The African Conservation Tillage Network (ACT) is seeking for a highly qualified **Knowledge and Information Management (KIM) Manager** to be based at the network secretariat headquarters in Nairobi Kenya.

About ACT

The African Conservation Tillage Network (ACT) is a rapidly growing pan-African not-for-profit organisation built on and driven by the values and principles required to harness indigenous African “energies”, inspiration and commitment to lead and contribute to Africa’s own development. ACT brings together stakeholders dedicated to improving sustainable agricultural productivity. The organisation promotes and supports conservation agriculture (CA) adaptation and adoption, collecting and sharing scientific facts; and supports farmers and the creation of multi-stakeholder platforms to search for joint innovations.

The ACT Board approved, in February 2013, its new ten years Strategic Plan wherein Communication, Knowledge and Information Management is one of the six thematic areas of focus. With the Strategic Plans’ motto of *“Turning Conservation Agriculture Knowledge into Action”* a specialist KIM Manager is being recruited.

Responsibilities

The ACT Knowledge and Information Manager is primarily responsible for implementation of the organisation’s Communication, Knowledge and Information Management thematic areas of focus of the strategic plan and communication strategy. Specific responsibilities include:

1. Prepare the design and architecture of ACT’s Knowledge and Information Management hub and its subsystems [content development processes] to the creation, acquisition, interpretation, retention, dissemination and use of CA knowledge to network and share information on CA in relation to the organisation’s Strategic Plan.
2. Development and management of conservation agriculture KIM platforms to strengthen knowledge links for better coordination of related initiatives and avoid duplication of work. This will include the efficient capturing and sharing of news, events, announcements and other matters related to CA with ACT members, partners and stakeholders.
3. Consolidate and diversify the ACT membership through the communities of practice of: (a) researchers and the academia; (b) CA equipment manufacturers, suppliers & service providers; (c) farmers & farmer organizations; (d) women and youth in agriculture; (e) policy support; and (f) agribusiness promotion.

4. Edit and package data of ACT and stakeholders research and development into formats appropriate to the needs of its key stakeholder groups – farmers, farmer organisations, ngos, researchers, extension workers, academia, manufacturers and suppliers, policymakers, development partners; media and the public – using new communication technologies, including online social and multimedia tools.
5. Exploit new information and communication technologies to convert the ACT library (with comprehensive databases and intranets) into a knowledge reference centre for conservation agriculture in Africa
6. Appraise the ACT website and ensure that it is updated regularly with relevant information.
7. Maintain the CA for Climate Change Knowledge Network (CA4CCKN) central e-mail server and provide direct internet linkages with other CA stakeholders and offer technical support as needed.
8. Assist the ACT Secretariat in any other matters as and when required

Qualification

- Masters' degree in knowledge management, communications, information science, journalism, marketing, or relevant field plus a minimum of 5 years of experience in working on communication/ knowledge management issues.
- Ability to understand, synthesize and communicate complex scientific information and practices for a range of audiences
- Excellent written and oral communications skills in English are absolutely essential
- Fluency in written and oral French language would be a strong asset
- Web site management, social and multimedia experiences are essential
- Experience in design of learning materials (learning modules, manuals, interactive tools)
- Familiarity with issues related to food security and agricultural development in Africa
- Ability to work effectively in a team; demonstrated interpersonal skills
- Ability to meet deadlines and work under pressure
- Willingness to travel frequently

Terms and Conditions

- This is an Internationally Recruited position.
- ACT provides attractive international salary and benefits package and a collegial and gender-sensitive working environment.
- The appointment is for two years with possibility for renewal

Application procedure

To apply for this position, please send your application, by email only, to the Executive Secretary, ACT, email address: hr@act-africa.org. Applications must be accompanied by a cover letter of motivation, date of availability, salary expectation, an up-to-date curriculum vitae (CV) with the names and contacts of three referees in English and must be received not later than **9th June 2013**.

ACT is an equal opportunity employer and believes that staff diversity promotes excellence in its operations

Only the short listed candidates will be contacted. This position will remain open until filled.

To learn more about ACT, please visit our website at www.act-africa.org