Job Advert – PA Knowledge Management and Communication

Job Title: Program Assistant
Job Grade: KT5
Unit of Service: KT Kenya
Reports To: Team Leader
Duty Station: Nakuru, Kenya, with frequent travels in the EAC Region
Employment Category: One Year Renewal Contract

Purpose of the Job
➢ To facilitate strategic information delivery, improve learning through knowledge management and maximize communication opportunities at Kilimo Trust.

Knowledge Management
a) Support Kilimo Trust in documenting learnings and building an ‘e-library’ of individual program documents and communication material.
b) Develop and monitor the performance of the communication and knowledge management strategy and plan
c) Lead the generation and development of knowledge products.
d) Facilitate and monitor the performance of the learning avenues
e) Generate and share lessons from program implementation.

Communication
a) Work with team leaders to identify projects, stories and messages that are engaging, motivating, high quality, and which communicate impact and showcase the work of Kilimo Trust.
b) Design, edit, publish and disseminate (or keep up to date) all the communications and visibility materials of programs.
c) Identify opportunities for creating and delivering inspiring and attractive multimedia content about the work of Kilimo Trust.
d) Support Kilimo Trust with the creation and/or delivery of communications activities and products such as written content, newsletters, case studies, including infographics and learning events.
e) Ensure all communication materials are targeted at relevant audiences and deliver relevant key messages.
f) Inform and educate the user community and the business about services provided by Kilimo Trust and its value to business
g) Prepare and communicate Kilimo Trust performance using the identified KPIs for different stakeholders.
h) Evaluate the performance of the various communication channels.
i) Identify and mitigate risks associated with dealing with the media, public dialogues and fundraising.
## Competences

- a) Ability to communicate complex issues across various audiences.
- b) Ability to understand agricultural value chains, agribusiness and its transformative impact on livelihoods of smallholder farmers among others.
- c) Ability to execute customer relationship management models.
- d) Ability to think strategically and rapidly analyze diverse information from various sources.
- e) Ability to work with multi-partner teams in a multicultural environment.
- f) Ability to identify and advance newsworthy stories quickly and easily.
- g) Ability to analyze complex information quickly and simplify the same for various audiences.
- h) Ability to coach and develop teams
- i) Ability to use various Knowledge Management and Communication tools.

## Educational Qualifications and Experience Required

- a) Bachelor’s degree in Mass Communication, Humanities e.g. Social Sciences, Information Management, Marketing, Journalism
- b) At least 5 years of experience working with communication for development
- c) Prior experience in agribusiness sector is preferred.
- d) Excellent written and verbal communication skills and the ability to communicate complicated and technical issues in a concise and clear way, to a wide range of target audiences
- e) Significant experience in development and execution of Communications Strategy, Planning and Execution and in-depth proficiency at a level sufficient to assist or lead others in the planning, development, and execution of communications strategies for various projects.
- f) Experience using digital and social media to stimulate conversations with user community, develop strategies to position across different means of communications
- g) Experience with creating engaging social media assets and image editing.
- h) Experience with engaging the media.

## How to Apply

If you are the right candidate, please send your application letter plus the following:
- ✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
- ✓ The names and contacts of three referees, and a daytime contact telephone number of each of them.
- ✓ Copies of Academic Certificate and Transcripts for O’ level, A’ level – where applicable, Under-Graduate and Post-Graduate qualifications
- ✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
- ✓ Your daytime contact telephone number; and
- ✓ A statement and proof of current remuneration package

Please submit your application documents electronically to recruitment@kilimotrust.org

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.


Only shortlisted candidates will be contacted.