



**Job Title:** **Knowledge Management & Learning Coordinator**

**Location:** **Remote with frequent travels**

**Term:** **One- year**

**Reports to:** **Media & Communications Lead/ Team Lead**

FoLT is currently seeking qualified candidates for a Knowledge Management and Learning fellow who will work part-time with the Media and Communications Lead under the direction of the Director. FoLT is improving its knowledge management and learning systems to stimulate organizational knowledge and learning. Over the next year, FoLT is focused on:

- 1) Building an Ateker knowledge and learning platform
- 2) Promoting an organizational culture where sharing knowledge and learning is expected and celebrated
- 3) Streamlining knowledge management-related policies and processes
- 4) Support updates to and rationalization of our knowledge systems

This fellowship is an exciting opportunity for someone with a background and interest in knowledge management, organizational learning, and international development.

#### **Roles & Responsibilities:**

- As a Knowledge Management and Learning fellow, you will play a crucial role in promoting an organizational culture where sharing knowledge is not just expected, but celebrated. Your efforts will be instrumental in fostering a collaborative environment where everyone's insights contribute to our collective success.
- As a Knowledge Management and Learning fellow, you will play a crucial role in supporting the implementation of the knowledge management strategy of the project. Your contributions will be instrumental in shaping the direction and success of our knowledge management initiatives.

- Strengthen relevant information management tools for data collection, analysis, and visualization to facilitate monitoring, reporting, and decision-making in line with the organization's needs;
- Provide support on the management of the organization's website;
- Facilitate internal communication within the organization and amongst partners through online/mobile platforms and support the organization of webinars and other engagements/ convenings.
- Analyze and document lessons learned across organizational programs.
- Assist in designing, documenting, and disseminating knowledge from internal reflection and learning sessions.
- Assist in designing mechanisms to ensure learning generated from KM tools is disseminated among and utilized by staff and partners.
- Assist in developing the FoLT annual report.
- Work with the team to identify and select resources for the Knowledge Portal.
- Support program, communications, policy, and research teams by implementing cross-sectoral learning activities.
- As a representative of FoLT, your role in attending meetings and workshops and reporting progress to the team is crucial. Your insights and updates are highly valued and contribute significantly to our collective understanding and progress.
- Regularly scan and analyze new literature relevant to FoLT's work to share key findings and analysis with communications, policy, research, and programmatic staff.
- Provide support for regular (quarterly) community/ partner forums, including selecting relevant articles, developing discussion questions, and facilitating conversations.
- Establish and coordinate communities of practice,
- Catalog and archive publications, evaluation and research reports, internal knowledge products, and other materials according to FoLT internal standards.
- Gain a better understanding of the relevant literature regarding FoLT focus areas.
- Gain a better understanding of challenges related to institutional learning and strategies to address those challenges.
- Hone writing skills for different audiences, including for indigenous language speakers.
- By working with indigenous organizations, you will gain practical experience and deepen your skills in collaboration and coordination within organizations. This is not just a job, but an opportunity for significant personal and professional growth. Other duties as assigned.

#### Competencies

- Excellent verbal and written communication, organizational and analytic skills;
- A well-organized individual with the ability to multi-task;
- A team player with the ability to work productively and effectively with others;
- Excellent IT literacy and a good understanding of web management;
- Desire to work with and gain the confidence and respect of Indigenous peoples with different language and cultural backgrounds;

- Respect for the Free Prior Informed Consent principles and FoLT Statement of Purpose.

#### Required Skills and Experience

- Have graduated with a university degree or are currently enrolled in a degree program in relevant fields such as Environmental Sciences, Health Sciences, Communication, Social Sciences, ICT, knowledge management, or a related field of study.
- Interested in working in low-resource and/or cross-cultural settings
- Demonstrated ability to synthesize Indigenous knowledge and formal concepts of knowledge
- Ability to write succinctly
- Intellectual and cultural curiosity
- Must be comfortable and respectful of Indigenous rights programming
- From the Ateker Cluster or pastoralists/Indigenous community is an added advantage

Send CV and motivation letter to [admin@friendsflaketurkana.org](mailto:admin@friendsflaketurkana.org), with subject line Application for Knowledge Management and Learning Fellow

Deadline is 31<sup>st</sup> January, 2025