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| <b>Job Title:</b>    | Knowledge Manager          |
| <b>Reports to:</b>   | Executive Director         |
| <b>Location:</b>     | Lagos, Nigeria             |
| <b>Employment:</b>   | Full Time                  |
| <b>Remuneration:</b> | Provided Upon Shortlisting |

The African Philanthropy Forum (APF) is a strong and vibrant community of partners who, through their strategic giving, investments and influence, foster shared prosperity on the African continent. Through its resources and high impact convenings across the Continent and beyond, APF raises awareness about the important role that strategic philanthropy can play in society. It is committed to creating an enabling environment to transform the culture of giving on the Continent to the extent that it exceeds development aid by 2030. To date, it has reached approximately 1,500 stakeholders in eleven African countries including Cameroon, Egypt, Ethiopia, Ghana, Kenya, Morocco, Nigeria, Rwanda, South Africa, Tanzania and Uganda. For more information, visit [africanpf.org](http://africanpf.org).

APF is currently seeking to engage a dynamic, passionate, result oriented and self-motivated individual to fill the position of Knowledge Manager.

#### **Responsibilities:**

- Develop and implement APF knowledge management strategy including systems for capturing, organizing and disseminating learning to all stakeholders
- Engage partners and related learning institutions to expand online/in-person knowledge learning activities and contribute content to relevant knowledge dissemination platforms
- Lead the process of managing knowledge within and going out of APF (case studies, research, and presentations at fora).
- Build a repository of expertise in the sector to inform decision making, policy development and influence strategic shifts in African philanthropy, and create an enabling environment for philanthropists
- Produce knowledge products, including publications, toolkits, videos, podcasts etc.
- Create and implement effective project tools for evaluating, assessing and communicating the impact of APF projects
- Manage day-to-day operational aspects of work area
- Support the senior management with APF initiatives as requested
- Support tasks that may emerge as a result of the growth of the organization

#### **Qualifications & Experience**

- Bachelors or Masters in Social Sciences, Development Studies, Public Policy or related discipline
- Significant professional knowledge and experience in development sector
- A minimum of 5 years' research experience in development sector
- Ability to develop knowledge management systems and building organizational / project learning.
- Expertise in deriving insight and using knowledge from data collected and analyzed in decision making, planning, cross organizational and external activities.

- Understanding of how-to visualize / present data and learning for different uses and audiences
- Analytical with some experience in knowledge management and organizational learning
- High-quality analytical and problem-solving skills
- Exceptional interpersonal and communication skills (both written and verbal)
- Willingness to travel as required
- Ability to speak French is an added advantage

### **Skills & Competences**

- A commitment to the organization's mission and vision
- Entrepreneurial and innovative approaches to opportunity development
- Research skills, and evidence of an understanding of African philanthropy
- Ability to develop and sustain professional relationships with a wide array of stakeholders
- Proficient in the use of modern business technologies and IT
- Ability to work in a start-up, fast-paced environment and handle unexpected events
- Willingness to work on a flexible schedule and travel extensively across Africa
- Commitment to high integrity, ethics and professionalism
- Ability to operate effectively both as part of a team and independently
- A result-oriented person passionate about making a real impact and change in Africa and naturally driven by that pursuit.
- Ability to work under pressure and prioritize competing tasks

### **Attitude**

- Energetic, proactive approach to work
- An enterprising attitude that is quick to search out alternative solutions to needs or problems
- Exhibits a helpful behaviour beyond strict job requirements
- Flexible, positive attitude towards working in a small but growing organization
- Confident

### **Note:**

The roles and responsibilities outlined above are not exhaustive. Employee will be working in a highly flexible environment and is expected to carry out any other related duties that are within the employee's skills and abilities as appropriate.

Interested candidates should send their applications and CVs along with three reference and a cover note with the subject line indicating Knowledge Manager to [vacancies@africanpf.org](mailto:vacancies@africanpf.org). Deadline for submission of application is Friday, July 12, 2019. Please note that only shortlisted applicants will be contacted.