



Transforming Lives Through Agribusiness

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.

Deadline for application: Friday 25th September 2020.

Only shortlisted candidates will be contacted