



## Terms of Reference/ Job Description

### Knowledge Management Advisor

<b>Job title</b>	Knowledge Management Advisor
<b>Place of Duty</b>	Nairobi, HQ, Faith to Action Network
<b>Reporting to</b>	Chief Executive Officer
<b>Start date</b>	To be agreed upon
<b>Duration</b>	2-year contract (with possible extension)
<b>Scope:</b>	Global

**Deadline for submission: 23<sup>rd</sup> September, 2022**

#### Background and context:

Faith to Action Network is a global interfaith network of more than 100 Bahai, Buddhist, Christian, Confucian, Hindu and Muslim faith organizations. It mobilizes faith actors for interfaith dialogue and collaboration to advance family health and wellbeing; women's rights and gender justice; and peaceful, just and inclusive communities, consistent with one's faith. To build an accountable movement that can achieve this mission, we accompany our members in organizational and capacity development, including resource mobilization. We amplify faith voices, conduct advocacy and communicate messages for change, including social and behavioural change. We collect and disseminate evidence, implement demonstration projects and convene safe spaces for learning.

#### Purpose of the role:

Faith to Action Network seeks to recruit a Knowledge Management Advisor to oversee Faith to Action Network's Knowledge Management and Capacity Strengthening strategy and support Faith to Action Network in harnessing, developing, sharing and effectively using organizational data, learning and knowledge to improve organization-wide activities, current practice and future developments. The position is a member of the SMT and participates in organizational management; and works closely with the CEO to represent Faith to Action Network externally.

#### Roles and responsibilities

##### Knowledge Management Strategy

- Working with the SMT and larger secretariat team, the position will develop and implement a knowledge management strategy with a focus on documentation of outcomes, lessons and methodologies, communication of knowledge, applying knowledge, quality of written materials, institutional capacity strengthening.
- This includes setting and being accountable for the achievement of work progress and achievement by developing, monitoring, documenting and reporting on Knowledge Management strategy process, outcome, impact, indicators and quality standards.

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- Responsible for defining and implementing Knowledge Management standards, offering guidance to all secretariat, in particular ensuring sensitivity to faith, culture, context, and being rights-based.
- Contribute to strategic review, planning, and development of the organization as a whole.

### **Monitoring and evaluation**

- Provide support to secretariat staff in monitoring and evaluation
- Develop and institutionalize organizational processes for capturing and developing knowledge and stories from staff and member organizations.
- harness and develop organizational data from Network members and secretariat projects through monitoring and evaluation

### **Creating knowledge**

- Transform information into knowledge through documentation and research
- package and disseminate knowledge for different audiences (network members, secretariat members, faith organisations and global partners), this includes internal and external communication activities (writing of blogs, articles, case studies, preparing panel discussions, speaking on workshops and conferences),
- ensure quality of all Faith to Action Network knowledge products, including quality of research products, other learning products (such as training guides and tools), proofreading and editing of all network documents
- Offering technical assistance in conceptualizing models, methodologies, tools, research, approaches, strategic thinking and actions in new areas of work.

### **Learning and capacity development**

- establish a "learning" organization, making sure new knowledge is integrated in organization-wide activities, current practice and future developments,
- Through training, coaching and support, we help Faith to Action staff and members to embed best-practice approaches to information and knowledge management into all areas of their work.
- build the capacity of the network and its secretariat to generate knowledge independently.

### **Organizational leadership:**

- As part of the SMT, participates in organizational decision-making: Development of organizational strategy and strategic objectives; Creating and communicating a vision and organizational culture; Establishing and managing organizational governance; Stewardship of resources; Coordination of teams; accountability; Risk management.

### Key Skills and Competencies

- Fluency in English is mandatory, Fluency in French, Arabic or another foreign language is an added advantage
- Strong experience in monitoring and evaluation of advocacy, capacity development and communication projects,
- Strong experience in developing and implementing knowledge management and organizational learning strategies,
- Strong experience in documentation, expertise in deriving insight and producing diverse knowledge
- Very strong writing and editing skills, very analytical, extremely persuasive writing, including effective report writing
- Evidence of published writing and knowledge of journalism protocols and style.
- At least 7 years of relevant technical experience working with programmes related to either inter-religious or inter-cultural cooperation, peacebuilding, conflict mitigation, freedom of religion or belief;
- Understanding of and experience with faith-based organizations, and accompaniment and capacity-building principles in local partnerships
- Understanding of and experience of managing dynamic civil society networks and alliances

### Academic Qualifications & Experience

Master's level degree in a relevant subject area (e.g. politics, theology, anthropology, sociology, international relations, development studies, business management other social sciences or a related field)

### What Behavioral competencies contribute to the success of this role in addition to Faith to Action Network Values

- a strategic thinker with ability to make connections between ideas and projects, between theory and practice; and ability to take the initiative in recognising a problem or need and to identify practical solutions;
- Excellent interpersonal skills to maintain and develop positive relationships;
- Tactful and diplomatic with strong influencing and negotiating skills
- team player, supportive of team members, willing to coach others
- an honest self-reflective learner
- Cultural sensitivity, patience and flexibility
- Optimism, cheerfulness and an interest in other people
- Attention to detail and adherence to deadlines
- hard worker, willing to take on additional tasks that are outside the job description
- Ability to function with strategic rather than day-to-day supervision
- Ability to take initiative and responsibility for your work;
- An openness to new experiences, an enquiring approach to what you know already and an eagerness to learn more;
- Organizational skills – of yourself and of others

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- Flexibility to work both in a team and independently;

#### Critical Success Factors

By the end of its contract, the job holder has developed, implemented and institutionalized a sustainable knowledge management strategy with the following achievements:

- harnessed and developed organisational data from Network members and secretariat projects
- established an M&E system which is integrated into various portfolios and ensures systematic collection of data and its conversion into knowledge products
- transformed information into knowledge
- packaged and disseminated knowledge for different audiences (network members, secretariat members, faith organisations and global partners),
- established a "learning" organisation, making sure new knowledge is integrated in organisation-wide activities, current practice and future developments,
- ensured quality of all Faith to Action Network knowledge products
- built the capacity of the network and its secretariat to routinely collect data and generate knowledge independently.

#### How to apply

Interested candidates should submit their applications (CV and cover letter) to [HR@faithtoactionnetwork.org](mailto:HR@faithtoactionnetwork.org) by 23<sup>rd</sup> September, 2022

Applications should include a full curriculum vita (including comprehensive details of key achievements and responsibilities, a list of publications, a list of references and current salary) along with a covering letter addressing the job description, academic and professional qualifications and indicating motivation for the role.

Incomplete applications will not be considered.

Only shortlisted candidates will be contacted.

Faith to Action Network is an equal opportunity employer committed to cultural and religious diversity. Candidates from all sections of the community are welcome to apply. Faith to Action Network is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

Faith to Action Network applies an affirmative action policy, encourages female candidates to apply. This role is unaccompanied position.

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