

Knowledge Management and Communications Director, Regional Development Research Partnership Program, Cairo Egypt

Project/Proposal Summary:

Regional Development Research Partnership Program (RDRP) aims to assist the USAID missions in the Middle East and North Africa and local research communities in developing stronger communications and flows of information between USAID and diverse intellectual communities working on development issues in the region. The goal of the program is to support the development and dissemination of regional research, evaluations, and analyses that support USAID and other regional stakeholders and promote the improved efficiency and effectiveness of development programming in the MENA region. Focus areas include research in youth, democracy and governance, and management of natural resources. The project and staff will be based in Cairo, Egypt.

Position Summary:

The Knowledge Management and Communications Director will be responsible for assessing, designing and implementing an overall knowledge management strategy, including dissemination activities, databases, and web-portal for knowledge sharing. The KM/Communication Director will be responsible for developing creative methods to disseminate information for the projects' stakeholders on a timely and effective manner.

Responsibilities:

- ◆ Design and implement the project's knowledge management strategy, which includes engaging researchers in sharing findings of relevant studies and fostering communication among researchers on key issues in the region; activities conducted as part of this strategy are likely to be carried out in both English and Arabic;
- ◆ Create and manage knowledge sharing portal, electronic newsletter, communities of practice, and other electronic approaches that promote information sharing;
- ◆ Develop and implement project's print and electronic dissemination strategy, including summaries of salient research findings;
- ◆ Manage translation of key research studies into English for broader dissemination;
- ◆ Manage the day-to-day database activities and make sure it operates smoothly;
- ◆ Participate in the development and conduct of regional working meetings, conferences, workshops, and other virtual and live events that support the project;
- ◆ Identify and manage a small ICT and communication team;
- ◆ Assist the project leadership in the procurement of the ICT tools including software and hardware;
- ◆ Work with project management in reporting and communication with USAID on project status.

Qualifications:

- ◆ Significant experience in developing and implementing knowledge management systems and document reporting tools for development projects;
- ◆ Fluency in English and Arabic;
- ◆ Demonstrated excellent written and verbal communications skills;
- ◆ Experience in developing and implementing communication and dissemination strategies, including print and electronic media;
- ◆ Experience in writing and summarizing technical research findings;
- ◆ University degree in Communications, ICT or related fields; advanced degree preferred;
- ◆ Experience in working with USAID projects in the MENA region;
- ◆ Excellent interpersonal communication skills and proven ability to build partnerships with a diversity of stakeholders;
- ◆ Ability to manage staff members;
- ◆ Ability to travel within the MENA region.

Citizens from the Middle East/North Africa region are encouraged to apply.

Salary and Benefits:

Salary commensurate with qualifications and experience. PRB has an excellent benefits package, including generous health, leave, and retirement plans.

Applications:

Please send letter, resume, and one English-language writing sample (no more than 3 pages) to: HR Specialist, Population Reference Bureau, 1875 Connecticut Ave., NW, Suite 520, Washington, DC 20009; fax: 202-328-3937; or e-mail to jjackson@prb.org