

Project Facilitators – Strengthening Knowledge Management in NENA and CEN – 2 Consultants

Reports to: Project Leader (and Head of ICARDA Country Offices where relevant)

Location: Chisinau (Moldova); Khartoum (Sudan)

Advertisement date: March 04, 2019

Closing date: March 20, 2019

(or until the position is filled)

Main purpose of the position

IFAD supported project “Strengthening knowledge management for greater development effectiveness in the Near East, North Africa, Central Asia and Europe” (SKM-NENA-CEN) is led by the ICARDA and is co-implemented with its international partners Virginia Tech, CIHEAM-Bari, PROCASUR and national partners in Moldova, Morocco, Sudan. The objective of the project is to capacitate and support national government entities with effective knowledge management (KM) tools and capacities to support effective KM and dissemination for greater development impact. The project facilitates and supports KM activities in 3 selected countries (with possibility of extending to further two). The project will be implemented initially in Morocco and from year 2 expanded to other two countries, Moldova and Sudan.

The consultants will be responsible to assist the Project Leader with the coordination and facilitation of the implementation of country level activities of the project “Strengthening knowledge management for greater development effectiveness in the Near East, North Africa, Central Asia and Europe” (<https://mel.cgiar.org/projects/738>). He/she will closely collaborate with key country stakeholders to ensure that project activities are fully in line with national demand and project outputs.

Main responsibilities

Under the direct supervision of the Project Leader, the incumbent will carry out the following duties and responsibilities:

1. Provide high-level coordination and organizational support;
2. Communicate with project partners and stakeholders for project activities, to ensure timely organization and facilitation of activities relating to project implementation;
3. Manage the logistics of and coordinates content development for meetings, conferences, trainings, and other project-related events;

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4. Follow up with the implementing partners and sub-contractors for progress report, submission of reports and recent data on target group and other information material;
5. Assist with design, development and dissemination of project products and reports;
6. Contribute to a series of technical advisory notes, manuals, posters and other extension material published throughout the life of the project;
7. Conduct other activities deemed as necessary within the framework of the project.

Education, qualifications and experience

- University degree in Agriculture, Environmental studies, Information Science, Communications or related subject. MSc degree in Information and KM and/or M&E would be a strong asset;
- Minimum of 5 years of related experience. At least 3 years of relevant experience in international organizations preferred;
- Experience in facilitating multi-stakeholder processes would be a strong asset;
- Experience in multi-stakeholder project management;
- Good knowledge of computer- and web-based communication tools;
- Excellent written and oral communication skills in English;
- Able to work effectively with minimum supervision
- Ability to remain focused, well organised and maintain high level of attention to details. Strong interpersonal skills and flexibility, exceptional verbal and written communication skills;

Terms of appointment

This is a project-based consultancy position within ICARDA-IFAD project, for which the initial contract will be for 90 days, renewable subject to satisfactory performance and availability of funds. Consultants are required to provide a report of activities in coordination with the project leader.

How to apply

Please apply online at www.icarda.org/iea/ by **March 20, 2019**. Applications will still be considered until the position is filled.

ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from qualified women.

Applications will be acknowledged, but only shortlisted candidates will be contacted.

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