



Advert Script for Advocacy & Knowledge Management Specialist BMGF (HCD+)

Title: Advocacy & Knowledge Management Specialist

Location: Abuja, Federal Capital Territory, Federal Republic of Nigeria

Duration: One year

Africa (HCD+) is a platform funded by Bill and Melinda Gates Foundation (BMGF) and will have the capability to serve as an African voice for advocacy, accountability and transparency on HCD. It will seek to accelerate political commitments, decision-making and funding for key priorities towards realising SDGs #1-6 in Sub-Saharan Africa. It aims to incubate regional advocacy and technical assistance hub on Human Capital Development towards increasing African Government's commitment, funding, and accountability to HCD. The platform, through increased HCD advocacy, focuses on three pillars: (i) Health and Nutrition; (ii) Education, skills and labour participation; (iii) Entrepreneurship, financial inclusion, and digital economy.

Also, HCD sits across multiple Ministries, Departments and Agencies (MDAs) in many African governments. Hence, no organisation holds an integrated vision for HCD. An HCD-focused institution can further help the HCD agenda on the continent. It will focus on four missions: (i) Create transparency on the HCD performance across the continent; (ii) Advocate with heads of state and decision-makers to make HCD a priority; (iii) Ensure effective coordination and collaboration with stakeholders and decision-makers; (iv) Selectively drive the implementation of flagship programs in education, health and economic inclusion. The programme has since commenced its activities in Abuja

An overview: The Advocacy & Knowledge Management Specialist will provide strategic inputs and operation support to implement the HCD+ strategic communication, knowledge management, and learning portfolio. He/she will produce high-impact deliverables - such as newsletters, case studies, discourse events, websites, knowledge-sharing events, social media, online resource platforms, and media campaigns as required. In addition, keep abreast of the latest trends in international and domestic policy, and assess and revise HCD+ policy and advocacy priorities, platform, and messaging—as and when necessary, including informing stakeholders of the latest global trends in Human Capital Development.

Responsibilities & Duties:

Communication & Knowledge Management Responsibilities

- ✓ Provide inputs into the development of strategies, processes, and initiatives
- ✓ Conceptualise, plan, manage, and execute successful knowledge-sharing events, including roundtables, seminars/webinars, workshops, conferences, and peer learning sessions.
- ✓ Provide analytical reviews, evidence-based opinion pieces, success stories, case studies, resources, guides and toolkits.
- ✓ Manage HCD+ brand and visual elements.
- ✓ Develop and manage the internal & external newsletter
- ✓ Engage partners and learning champions to lead the coordination of learning activities.
- ✓ Identify and curate technical content for the HCD+ website in collaboration
- ✓ Develop tools and initiatives to engage employees and improve performance.
- ✓ Develop communications products for both internal and external audiences
- ✓ Implement strategies to increase visibility and brand credibility among target audiences
- ✓ Lead the development of learning and knowledge sharing policies and/or standard operating procedures (SOPs) to ensure minimum standards and implementation across countries
- ✓ Manage the creation of knowledge products that showcase results and impact, to effectively profile HCD+ with donors, partners, civil society organizations and other stakeholders. This includes case studies, stories, reports, briefing notes, etc
- ✓ Other duties as assigned

Advocacy Responsibilities

- ✓ Oversee the HCD+ strategic endorsement process.
- ✓ Lead the development of strategic partnerships, campaigns and alliances with key stakeholders.
- ✓ Create strategies with key partners and stakeholders for efficiently mobilising resources to maximise the use of resources and prevent duplication of efforts.
- ✓ Engage key HCD+ stakeholders—partners, donors, and decision-makers—in high-level policy and advocacy, forums, meetings, and events.
- ✓ Provide strategic advocacy resources, including training, production and dissemination of tools and guidelines.
- ✓ Support HCD+ in building and nurturing advocacy-oriented strategic partnerships at global and regional levels.

- ✓ Identify and implement creative, efficient and effective ways to engage HCD+ audiences and stakeholders including through organising events such as field trips, missions, seminars, workshops, forums, guest lectures and seize conference participation opportunities in different thematic areas.
- ✓ Develop and produce communication and advocacy instruments and materials, including briefing materials, press releases, and articles and coordinate its dissemination through effective channels
- ✓ Other duties as assigned.

Qualifications and Person Specifications

- ✓ A first degree in mass communications, public relations, literature, law, knowledge management or a related field.
- ✓ A Master's degree is an added advantage
- ✓ Over 6-8 years of work experience in a similar role with steadily increasing responsibility, with at least 5 years in international development in research & analysis, communications, media, advocacy or knowledge management roles.
- ✓ Good qualitative and quantitative research skills and the ability to deliver technically rigorous documents.
- ✓ Professionalism and demonstrated experience working effectively with project teams
- ✓ Excellent oral and written communication skills, including synthesising large amounts of information and repurposing messages for different audiences.
- ✓ High attention to detail and commitment to high-quality work.
- ✓ Cross-cultural competence, comfortable engaging in a global firm, a proven ability to work across multiple business functions and proficiency at managing stakeholders.
- ✓ Experience using technology as a medium for knowledge sharing and capacity building; iDocs, InDesign, Adobe, and other online based tools like Infographic, etc.

Language:

- ✓ Fluency in English Language and French Language is required and
- ✓ Experience working in Francophone Countries is required

Method for Application:

Qualified candidates should send their CV to recruitment@hcdplus.com copying ng_recruitment@dai.com using the position as the subject of the mail, no later than 19th April 2023.

Only candidates who are successful at the pre-qualification stage will be contacted for interviews.