



CALL FOR APPLICATIONS

Senior Knowledge Management Officer (Consultant), ADEA

Introduction

The Association for the Development of Education in Africa (ADEA) is a pan-African body with a critical voice of education in Africa as a major platform for policy dialogue on education. ADEA is hosted by the African Development Bank in Abidjan, Côte d'Ivoire. Its vision is “a high-quality education and training system for accelerated sustainable development of Africa.” ADEA’s mission therefore is to “Serve as an open and flexible pan-African organization that informs and facilitates the transformation of education and training systems for resilience, human capital development, and youth empowerment in Africa.” Acting as a catalyst in promoting innovative policies and practices through the pooling of ideas, experiences, learning and knowledge, ADEA’s overall goal is to contribute to empowering African countries to transform schooling to meaningful learning by leveraging its globally connected partnerships, a well-equipped and skilled Secretariat, and country led Inter-Country Quality Nodes (ICQNs).

In pursuit of the goal above, ADEA seeks to recruit a Senior Knowledge Management Officer. The overall mandate of the person holding this consultant position will be to provide leadership and coordinate the work of the knowledge management team, both internal and external, to ensure consistent and sustained knowledge mobilization of initiatives at the level of ADEA and partners, including member countries and development partners. The Senior Knowledge Management Officer will report programmatically to the ADEA Senior Programs Officer and strategically to the ADEA Executive Secretary.

Duties and Responsibilities

The Senior Knowledge Management Officer will have the following duties and responsibilities:

- Provide leadership in positioning ADEA as a learning organization where knowledge mobilization is at the heart of implementing ADEA’s work.
- Review and update the existing Knowledge Management Strategy
- Develop an implementable plan for 2025 and beyond, for harnessing and curating the knowledge generated by ADEA and its stakeholders, based on the updated knowledge management strategy.
- Lead the knowledge management team in maintaining the ADEA Knowledge Hub by availing knowledge resources in education and skills development to stakeholders.
- Serve as ADEA’s key focal point for managing requests for data and information and assist by providing knowledge products in the form desired by stakeholders while leveraging ICT.
- Coordinate the knowledge management support team including the Communication and M&E teams to ensure the knowledge resources are disseminated to the diverse stakeholders using various ADEA and partner channels.



- Lead the development and management of innovative and cost effective online and offline knowledge management tools and systems to harness information and knowledge generated from ADEA's high-level policy dialogue events and technical engagements for the Knowledge Hub.
- Encourage and promote knowledge creation, sharing and utilization in African Ministries of Education, universities and research institutions, and other institutions and organizations for policy reforms; and periodically assess the effectiveness of ADEA's knowledge management portfolio.
- Keep abreast of development in the tools, trends, practices and methods in use for knowledge management and seek to establish best practice in knowledge management for the Association.

Candidate's Profile

The Senior Knowledge Management Officer will be employed for a period of one year renewable depending on satisfactory performance and results. He or She is expected to possess the following competencies and qualifications:

- A minimum of 7 years of relevant professional work experience in leading teams in the production of knowledge resources, particularly on education in Africa, and solid familiarity with current knowledge management technologies.
- Demonstrated depth of substantive knowledge and capacity to provide strategic direction in knowledge management to ADEA.
- Proven capacity to promote knowledge sharing and knowledge products which are being created through analytical work, research, outcomes of conferences and lessons from project management.
- Demonstrated capacity to build effective professional working relationships with ADEA Secretariat colleagues, ICQNs, and government officials in defining and meeting their need for access to knowledge products.
- Strong interpersonal and communication skills, and ability to collaborate across functions with the African Development Bank, ADEA networks and Ministries of Education.
- Excellent written and verbal communication skills in either English or French and a working knowledge of the other plus competence in standard Microsoft applications such as Word, Excel, PowerPoint and other office applications.

Submission of applications

Applications must be sent to adea-applications@afdb.org no later than May 15, 2025, at midnight (12:00 am) GMT. The subject of the e-mail should be “Senior Knowledge Management Officer”.

Due to the high volume of applications, only selected candidates will be contacted through a formal correspondence via e-mail. Please do not contact ADEA or staff members to enquire about the status of your application.