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**JOB DESCRIPTION**

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| **Job Title:** | **PMU Learning & Communication Specialist** |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Lilongwe |
| **Reports to:** | PMU Programme Manager |
| **Primary Function** | The Learning and Communication Specialist will be responsible for setting up and developing effective, secure and timely data communications among all stakeholders across the BETTER programme.    BETTER is a five-year EU funded programme that aims at increasing the resilience, food, nutrition and income security of smallholder farmers in 10 districts (Karonga, Chitipa, Mzimba, Kasungu, Nkhata-Bay, Nkhotakota, Salima, Chiradzulu, Thyolo and Mulanje) across the country. The programme will be implemented by five NGOs namely SHA Malawi (Lead), Action Aid, Plan, ADRA and EAM. The programme has the following specific objectives:   1. To strengthen agricultural extension services through 13,400 FFS groups in order to secure effective and productive services for smallholder farmers in 10 KULIMA districts. 2. To increase the resilience of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts.   The Learning & Communication Specialist will contribute to the advancement of the Programme’s work by supporting knowledge management and information exchange among PMU and field-based staff; external and internal communications and reporting; and general programme quality support services. The Specialist will works with the M&E, technical, programmatic and administrative staff to ensure that information developed by the implementing partners is shared and transformed into readily available knowledge that supports effective decision-making. The Specialist will develop a learning & communication strategy in consultation with the PMU Team to bring together the people, processes and technology needed to ensure that the right information is available at the right time to the right people for programme success. The Learning and Communication Specialist will report to the PMU Programme Manager and work closely with the SHA M&E Manager. The Learning and Communications Specialist for the programme is expected to be an excellent writer, have good presentation skills, be efficient, organized, detail-oriented, curious about new information and resourceful. The position requires the ability to complete assigned tasks in a timely manner |
| **Specific Responsibilities** | * Provide technical support to the BETTER PMU and implementing partners to develop capacity in information and knowledge management. * The Specialist will ensure that programme data translates into documented learning to ensure improved efficiency and effectiveness of programme delivery. * Contribute to the advancement of the consortium work and leadership by developing an overall communications strategy for the programme and defining the learning agenda to measure the impact of the programme in the 10 districts. * Develop a process to track participation in the FFS and outcomes; curating examples of successful FFS for use at PMU for learning purposes; developing communication products for application of digital principles; publishing case studies of successful FFS; and documenting and promoting the case studies. * Manage programme Learning and Communication activities such as dissemination workshops, seminars, events, online discussions, which must be archived and searchable. * Support production and quality control of numerous programme deliverables, reports, and other materials. * Manage branding and messaging, and ensure communication products’ consistency and quality. * Serve as focal point for the collection and standardization of training. manuals on FFS and other materials prior to them being sent for printing, in collaboration with PMU. * In collaboration with the SHA M&E Manager, oversee a web-based programme database to ensure that it has up-to-date information on the programme. * Oversee the development and production of knowledge management products including technical publications, reports, learning briefs, updates/newsletters, brochures, presentations, videos, posters, and social media content. * In collaboration with the Head of Programmes and implementing partners, develop the Programme’s agenda for organizational development learning. * With the technical team, lead the documentation and dissemination of core technical issues, strategies and lessons emanating from implementation of the FFS across the 10 districts. * Develop knowledge sharing and learning processes, systems, and tools including social media to enable collaboration, continuous improvement, and data-based decision-making. * Facilitate capacity building activities for staff in development of case studies and success stories. * Contribute to effective teamwork, coordination and work planning among development facilitators, technical specialists, and administrative staff in support of project objectives * Contribute to a working environment of mutual trust, respect, and care among all staff. * Responsible for building the capacity of all project staff, enhancing their commitment, character, competence, and critical thinking. Work with them to develop and implement personal capacity building plans. * Perform any other duties assigned by the PMU Programme Manager. |
| **Key Relationships:** | * **Reports to** PMU Programme Manager * **Coordinates with** PMU M&E Officer, SHA M&E Manager, District Project Managers and other Programme staff, Project Implementation Partners, PMU FFS Technical Lead, PMU Resilience Technical Lead, PMU M&E Officer, SHA HQ Agriculture Advisors, Consortium Partners, FAO, GIZ, EU, government departments, district councils and CGIAR centres. |
| **Essential Qualifications and Experience** | * A high level of understanding of programme cycle management approaches. * Proven ability to motivate, provide technical support and guidance to a diverse team of staff and partners. * Good knowledge and understanding of key aspects of development work. * Skills in training/facilitation of development processes, including mobilisation of communities and networking among different development partners such as community-based organisations, government officers and implementing partner staff. * Commitment to international and humanitarian NGO codes, standards and practices. * High level of integrity and high standards of personal conduct. |
| **Desirable Qualifications and Experience** | **Essential**   * A minimum of a University degree (Master’s degree preferred) in communication, social science, journalism, Media for Development, or any related discipline. * Minimum 5 years’ experience in a related field. * A high level of understanding of programme cycle management approaches, * Proven ability to motivate, provide technical support and guidance to a diverse team of staff and partners. * Proficiency in computer packages especially with Ms Word, Powerpoint, publisher and Excel and other related packages. * Experience in web-based data management. * Commitment to international and humanitarian NGO codes, standards and practices. * High level of integrity and high standards of personal conduct. |
| **Role Competencies:** | * Excellent communication skills-presentation and writing. * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative. |

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