

The Global Campaign for Education (GCE) is seeking to recruit for the following positions: **Knowledge Management & Learning Officer**

Role profile:	Knowledge Management and Learning (MEL) Officer
Job purpose:	To support GCE's Monitoring, Evaluation and Learning function, to systematically capture and share strategic and programmatic learning, while ensuring their use and application throughout the GCE Movement. The KM&L Officer will support all knowledge management and learning practices and activities from all operational units.
Location:	Johannesburg, SA
Reporting to:	Monitoring, Evaluations and Learning (MEL) Manager
Employment Type:	Fixed-term contract with possibility of renewal, to commence ASAP
Level:	3

Duties and Responsibilities:

Support organisational learning

- Revision and Implementation of Knowledge Management & Learning Strategy
- Oversee the maintenance of the GCE Membership Engagement & Knowledge Hub online platform
- Support the roll out and use of the GCE Membership Engagement & Knowledge Hub by the GCE Movement
- Support GCE Secretariat and members in integrating KM & learning in the aspects of their operations
- Support Policy, Advocacy and Campaigns (PAC) team with planning, preparing and facilitating Communities of Practise (CoP) and other shared learning platforms
- Establish and maintain a knowledge management and learning network within GCE membership (national, regional and global level)

Development of learning resources and publications

- Responsible for documenting and production of knowledge and learning products i.e best practices, lessons learnt success stories, synthesis of best practices from GCE members
- Support synthesis and dissemination of research and evaluation findings and other user-friendly products
- Facilitate discussion of learning products in various knowledge and shared learning avenues, including but not limited to communities of practice, virtual or on-site workshops, conferences, and webinars, at global, regional or country-specific levels

Support overall implementation of MERL strategy and systems

- Support the MEL Manager in overseeing and managing the Monitoring, Evaluation and Learning (MEL) system and strategy
- Assist in the design of MEL processes, templates and guidelines to support relevant high-quality reporting and documentation of success stories

- Support the monitoring of the overall implementation of the MEL strategy and online system, identify gaps or challenges both with regards to the technical components of the M&E system, and with regards to the capacity of its users.
- Assist in entering information and storing of data to the MEL online system as an accessible source of information on programme activities and results

Team membership

- Participate in regular programme reviews and planning discussions.
- Participate in GCE team meetings.

Qualifications and Key Competencies:

Essential:

- Bachelor's degree in social sciences, monitoring and evaluations, economics or other related fields
- 3 to 4 years of experience in M&E or Knowledge management field.
- Proven experience in managing social media platforms and expertise in digital communications (including websites, emailing and newsletters).
- Experience in conducting assessments and using qualitative and quantitative tools.
- Prior experience with supporting performance monitoring in an international donor funded environment.
- Strong data management and analytical skills, with the ability to produce information to inform planning and strategizing.
- Excellent computer skills and demonstrated experience in using advanced programmes/applications.
- A commitment to GCE's core values, principles and mission to promote the right to education.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- An understanding of grassroots civil society activism, especially networks and the ability to motivate and engage staff and individuals from diverse coalition member organizations.
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies.
- Fluency in written and spoken English, as well as strong writing and communication skills.
- Excellent interpersonal skills over email, by phone and in person.
- Ability to work within tight deadlines, deliver on time and to prioritize a complex workload.
- Self-starter, autonomous and able to manage own workload efficiently.

Desirable:

- Experience of working in a donor funded environment or an international organisation.
- Competency in one or more of GCE's other official languages - Spanish, Arabic, Portuguese, French.

To apply for a position, please submit your application letter and a CV/resume (2 pages maximum), including at least two contactable references, to jobs@campaignforeducation.org on or before the closing date: **Monday, 11th January 2021**. Please indicate the job title you are applying for in the subject line of the email. For further information on GCE, please visit our website: www.campaignforeducation.org/.

-
- GCE is an equal opportunity organisation and everyone is encouraged to apply.
 - Please note that due to high volumes of applications that we receive, only complete applications will be considered, and only shortlisted candidates will be contacted.
 - GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.