



# Ministry of Agriculture

## Program Management Unit

LIBSUCO Compound, LPRC Road

Gardnerville, Republic of Liberia

P. O. BOX 10 – 9010



## Terms of Reference for: Knowledge Management & Communications Assistant

### BACKGROUND:

The Tree Crops Extension Project II (TCEP II) is designed to build on the achievements and capitalise on lessons learned from the IFAD co-financed Smallholder Tree Crop Revitalization Support Project (STCRSP) implemented in Lofa County over the last five years and which came to an end in September 2017. TCEP II is part of a programmatic intervention combining attributes from the Tree Crops Extension Project (TCEP I) ratified on 24 May 2017 and which is being implemented in Nimba county. Together they will be seen as part and parcel of a larger programme in the two counties. Whilst numerous features are similar to TCEP I with respect to livelihood enhancement, poverty alleviation, value chain development, sector policy support, employment, gender mainstreaming and youth inclusivity, there are also some unique elements of TCEP II which stand out as different.

The intervention will consolidate and expand the work of STCRSP and develop a viable and sustainable smallholder cocoa value chain (VC) in the country's main cocoa producing belt. TCEP II will target the seven districts in Lofa County.

In view thereof, the IFAD / PIU seeks the services of a Knowledge Management and Communications Assistant to increase project's visibility, support communication and knowledge sharing.

### DUTIES AND RESPONSIBILITIES:

The Knowledge Management and Communications Assistant will work under the direct supervision of the KM and Communications Officer:

- Develop and implement a knowledge management system and communications plan for the TCEP II;
- Develop communication materials like project briefs, brochures, short articles and press kits to promote the project;
- Support the documentation of planning workshops and trainings, expert group meetings, forums, consultations and other activities related to the project;
- Maintain and produce original contents for online outreach platforms and social media channels, including the MOA website, blogs, Facebook groups and Twitter;

- Consolidate and develop the process documentation of the project and the development of knowledge/communication materials for targeted users/audiences.
- Work on the identification of best practices, their documentation and support their diffusion;
- Provide technical advice on knowledge sharing activities to maximize the events as a means to replicate the good practices done and share the lessons learned from the project communities;
- Assist the Knowledge Management and Communications Officer in consolidating and preparing the required progress reports of the project.

## **QUALIFICATIONS AND EXPERIENCE**

The Assistant Knowledge Management and Communications Officer shall have the following:

- University degree (Bachelor's Degree) in Communications, Social Science, Journalism or a related field. Seven year of active experience in the field of knowledge management and communication may be accepted in lieu of a university degree.
- A minimum of 5 years experience in the field of knowledge management, communication, and directly relevant fields..
- Demonstrated understanding of communication and knowledge management principles and practices
- Experience in using graphic design software such as CORAL Draw
- Excellent written and oral communication skills.
- Experience in establishing and managing relations with media.
- Experience in managing social media, including Facebook, Twitter, LinkedIn and Instagram.
- Ability to manage multiple demands and prioritize tasks, work effectively and collaboratively with diverse stakeholders, and support other team members as needed.
- Enthusiasm, commitment to learning and excellent interpersonal skills.
- Strong organizational skills and attention to details.
- Experience in working in the development sector (if in the rural field, would be an advantage).
- An understanding of gender and women's economic empowerment is an advantage.

The Government of Liberia is committed to promoting diversity and gender equality within the PIU. Women candidates are strongly encouraged to apply. Women candidates are strongly encouraged to apply:

Address your applications to: [rcole@moa.gov.lr](mailto:rcole@moa.gov.lr) cc: [recruit@moa.gov.lr](mailto:recruit@moa.gov.lr)

Deadline of submission of Applications: **August 17, 2022 at 4pm**

Application should include the following:

- Motivation letter
- A detailed Curriculum Vitae
- Contact details of 3 referees
- Copies of Degrees / Certificates / Diplomas

**Deadline of submission of applications:**