

Appointment in RUFORUM

Job Title: [Technical Specialist, Knowledge Management](#)

Organisation: RUFORUM (Regional Universities Forum for Capacity Building in Agriculture)

Duty Station: Kampala, Uganda

Reports to: Manager/Knowledge Hub

Job Reference No: RUF/JOB/TS KM/2019: Technical Specialist, Knowledge Management

About RUFORUM:

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), established in 2004, is a consortium of 114 universities in 38 countries in Africa. The organisation evolved from the Forum on Agricultural Resource Husbandry (FORUM) programme of the Rockefeller Foundation. RUFORUM is registered as an International Non-Governmental Organisation (NGO) and undertakes activities to strengthen Higher Education, Science, Technology and Innovation development in Africa in line with its [Vision 2030 Strategy](#). RUFORUM Secretariat is based in Kampala, Uganda.

Key Duties and Responsibilities:

- Develop strategy for implementing learning and knowledge management
- Develop proposals for implementing the approved RUFORUM knowledge management Strategy
- Package the information such that it can be shared across a diverse spectrum of stakeholders.
- Identify and develop materials for the RUFORUM Weekly, Quarterly Newsletter and Voices in the field
- Develop and produce content for RUFORUM Blog and repository
- Actively coordinate and facilitate external knowledge sharing with like-minded organizations
- Carry out research, collecting and analyzing information and business intelligence to inform RUFORUM advocacy strategies
- Offer technical support for the establishment, nurturing and promotion of communities of practice, collaboration tools such as “activity rooms” and “brown bag Lunches” to facilitate sharing of ideas and work among internal teams and external partners, workshops, one-on-one coaching, knowledge networks
- Compile information on RUFORUM products for updating RUFORUM’s institutional repository and online platform
- Work in liaison with other units to facilitate development of OERs including e-course modules
- Work closely with other units especially the Knowledge Hub and CREATE to facilitate the use and integration of ICTs in University training, research and outreach.

Qualifications, Skills and Experience:

- The Technical Specialist responsible for Knowledge Management should hold at least a Master’s degree in relevant field of science including agriculture, natural resources

management and information and communication, Information Science, Agriculture Information and Communication Management

- Additional training in informatics, and/or Postgraduate/ Certificate in Project Management
- A minimum of three or more years' experience in similar work in a large busy recognized organization
- Possess the ability to harness existing tools of communication, including ICT platforms, to communicate effectively.
- Ability to be creative, generate new or unique ideas and innovative ways of doing things.
- Ability to package information for diverse audiences in line with intended objectives.
- Ability to establish and maintain constructive, friendly, cooperative and mutually beneficial relationships
- Ability to strive to achieve results
- Proficiency in the use of computer software applications that include Microsoft Office – Word, Excel, Access, PowerPoint and comfortably use the internet.

How to Apply:

All candidates are encouraged to send their applications via email to Secretariat@ruforum.org , or delivered in hard copy (with CD enclosed containing soft copy) to:

The Executive Secretary
RUFORUM Secretariat, Plot 151 Garden Hill,
Makerere University, P.O Box 16811, Wandegaya
Kampala, Uganda
(Ref: RUF/JOB/TS KM/2019)

Applicants should quote the reference number and job applied for, and should attach photocopies of the necessary academic support documents, including letters from two referees. Only short listed candidates will be contacted.

Screening of applications will begin in September 2019, and will continue until the post is filled.

Deadline: 31 August 2019 by 1700 hours East African Standard Time