



SMILE AGAIN AFRICA DEVELOPMENT ORGANIZATION

Smile Again Africa Development Organization (SAADO) is a national non-profit humanitarian and development organization dedicated to working with the youth and their communities to reach their full potential. Founded in 2011, SAADO works across all the states of South Sudan promoting social cohesion and empowering communities to tackle the causes of poverty and injustice. We provide humanitarian assistance to families affected by disaster & conflict while partnering with communities for long-term solutions to alleviate poverty. Motivated by the potential in the youth, we optimize their role to foster peaceful co-existence and economic empowerment in South Sudan.

SAADO is looking for some qualified persons to fill the position of;

Job Title: Information Management Officer

Line Manager: Project Manager

Location: Terekeka

KEY OBJECTIVES:

The officer will report to the project Manager during the project implementation cycle. Support to capacity development for generating information and knowledge on smallholders' farming systems, natural resources, rural labour market and value chain

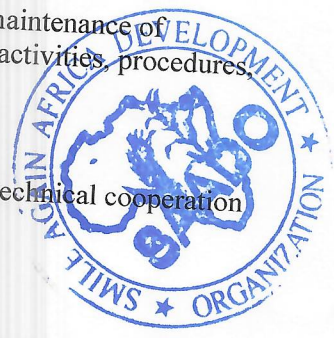
ROLES AND RESPONSIBILITIES:

- Contributes towards the design, planning and organization of knowledge and information management as well as knowledge sharing activities.
- Contributes towards and implements strategies for engagement with external partner organizations and relevant FAO technical units, with the objective of establishing functional collaboration mechanisms for the joint development and dissemination of knowledge and information products, as well as capacity development activities.
- Reviews technical lessons learned through the provision of methodological guidance and/or facilitation of multistakeholder workshops with technical units, Decentralized Offices, and partner organizations.
- Develops and prepares relevant documentation as well as training materials.
- Supports the preparation and organization of meetings, seminars and workshops, attends coordination meetings, and represents SAADO in knowledge and information management activity work groups.
- Drafts plans, policies and procedures for the design, implementation and maintenance of knowledge and information management as well as capacity development activities, procedures and systems.

Other specific duties

- Identifies and collect required baseline information for SAADO and FAO technical cooperation programme.
- Leads conducting field surveys for baseline data collection.

50-
APPROVED by Senior Inspector
MOL/RSST
28/11/2022
MINISTRY OF LABOUR
8 NOV 2022
SOUTH SUDAN



Plot No: 1, Ext ECSS Guest House, next to Kenyan Embassy
Hai Cinema
Juba – South Sudan

Youth Against Poverty

Email: info@saado.org
Website: www.saado.org
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Twitter: @SAADOYAP

- Reviews and assesses existing mechanisms for sharing information, knowledge, tools, and experiences on rural agriculture development in Terekeka County.
- Benchmarks best practices for sharing information, knowledge, tools and experiences on rural agriculture development and lessons learned from countries with similar context.
- Develops and validates the conceptual framework for the web-based interactive platform for sharing information, knowledge, tools and experiences on sustainable rural agriculture development.
- Forms the exchange subgroup for each commodity for sharing of knowledge on technologies and innovative practices for the commodity.
- Develops an Information and Communication Technologies (ICT)-based users' friendly technology and innovative practices knowledge platform.
- Forms and assigns governance structure for the knowledge platform.
- Develops a communication plan to disseminate lessons learned and knowledge products.
- Documents and shares lessons learned, and knowledge gained from each partnership



KNOWLEDGE, SKILLS & ABILITIES:

- University degree in knowledge management, communication, social science, journalism, ICT or a related field.
- Two years of relevant experience in knowledge and information management and/or outreach in international organizations, or in private enterprises including experience in working in the rural setting
- Working knowledge of English and Arabic• Work experience in more than one location or area of work, particularly in field positions is desirable.
- Demonstrated experience and proven records of successfully leading agricultural marketing programmes or projects.
- Extent and relevance of experience related to successful implementation and management of technical assistance for capacity strengthening in the field of information and knowledge management.
- Demonstrated capacity to coordinate country level activities and to organize and lead consultative processes involving several partner institutions and stakeholders.
- Demonstrated analytical skills and ability to write clear and concise reports is considered a strong asset.
- Demonstrated excellent communication and presentation skills in **infographics** and experience working in multicultural environment.
- Working knowledge of Arabic is considered a strong asset.



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HOW TO APPLY FOR THIS JOB:

Interested candidates should submit their applications to SAADO office Human Resources, Department, at Plot No: 1, Ext. ECSS Guest House, next to Kenyan Embassy, Hai Cinema, Juba, South Sudan, or e-mail to vacancy@saado.org not later than **December 15, 2022**.

Note, SAADO South Sudan, is an equal opportunity employer; it does not discriminate on the basis of religion, race or political affiliation.



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