<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Knowledge Management Officer</th>
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<tbody>
<tr>
<td><strong>PARTNER(S):</strong></td>
<td>Girls’ Empowerment Network Malawi (GENET)</td>
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<tr>
<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong></td>
<td>Malawi, Blantyre</td>
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<tr>
<td><strong>CONTRACT DURATION:</strong></td>
<td>12 weeks</td>
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**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Girls' Empowerment Network Malawi (GENET Malawi) is a rights organization and a grassroots movement working to improve the well-being of vulnerable and marginalized girls in Malawi. The organization does this by empowering girls and young women to advocate for gender equality and justice. GENET aims to strengthen and amplify their voices by empowering them to be advocates for their own rights and to claim those rights from duty bearers.

The Knowledge Management Officer volunteer will support the effective and appropriate management of GENET’s documentation.

**RESPONSIBILITIES:**

- Assess and provide recommendations for the knowledge management system;
- Develop and conduct training for staff to effectively manage information and documentation;
- Support GENET to design and develop a robust knowledge management system;
- Ensure the representation and participation of women and youth in all activities and program benefits;
- Write reports required by GENET and the Uniterra program.

QUALIFICATIONS:

- Experience in knowledge management systems is an asset
- Ability to work independently and collaboratively
- Strong organizational skills
- Ability to work in an intercultural environment
- Strong written and oral communication skills in English