<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Knowledge Management Officer</th>
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<tbody>
<tr>
<td>PARTNER(S):</td>
<td>CISANET</td>
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<tr>
<td>COUNTRY AND PLACE OF ASSIGNMENT:</td>
<td>Malawi, Lilongwe</td>
</tr>
<tr>
<td>CONTRACT DURATION:</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.

CISANET is a policy advocacy organization working on agriculture and food security policy issues affecting the livelihoods of the poor, especially smallholder farmers. Within policy advocacy, CISANET works on livestock and dairy development, marketing and international trade, climate smart agriculture, budget accountability, and nutrition and social protection. Through a networking objective, CISANET also works with its members at national and district level to share information on food security and undertake policy advocacy initiatives that affect the poor.

The Knowledge Management Officer volunteer will be supporting the effective and appropriate management of CISANET’s documentation.

**RESPONSIBILITIES:**

- Assess and provide recommendations for the knowledge management system;
- Develop and conduct training for staff on effective information management;
- Work with staff to develop and manage a filing system;
- Support the development of a knowledge management system;
- Ensure the representation and participation of women and youth in all activities and program benefits;
- Write reports required by CISANET and the Uniterra program.

**QUALIFICATIONS:**

- Recent graduate or pursuing degree in a relevant field
- Strong organizational skills
- Experience in knowledge management is an asset
- Ability to work independently and collaboratively
- Ability to work in an intercultural environment
- Strong written and oral communication skills in English