



Promoting active citizenship and good governance

## **Brief: Programme Officer - Knowledge Management**

Afesis-corplan is a developmental NGO that has contributed to deepening participatory democracy and good governance and pro-poor development in South Africa since 1992. Based in East London in the Eastern Cape Province, the organisation has emerged into a brand from the reputation it has built over time and through its work. Currently Afesis-corplan focuses in the following three main areas:

- Local Governance
- Sustainable Human Settlement Development

The organisation seeks to appoint a **Programme Officer** to assist in its knowledge management activities. It is Afesis-corplan's belief that information has to be maintained, managed and accessed in an effective manner. The key responsibility of the incumbent in this position will be to ensure that knowledge flows efficiently throughout the organisation, in simple terms, ensuring that every individual or entity connected to Afesis-corplan in one way or another is informed of insights emerging from its work.

The incumbent in this position is expected to have good analytical, research and writing ability and is able to simplify complex messages for different audiences using various print and technological based methods of communication. The job in summary entails the following:

- Interviewing people to collect, verify and fact-check information;
- Writing good quality articles suitable for publication on different platforms;
- Establishing and maintaining networks; and
- Accompanying programme staff on field-trips to document impact-stories.

Success in this position will rest on the incumbent being a team player, a self-motivated person, pro-active and paying attention to detail. The incumbent in this position will also be required to work well under pressure and to manage time well.

A tertiary qualification in journalism or other related field is essential with at least two (2) years of practical research and writing experience. The incumbent should have a demonstrable interest in advocacy for social justice and human rights. Proficiency in isiXhosa will be an advantage. The job requires a high level of computer and social media literacy.

The salary on offer is market related commensurate with experience.

To apply for this position, send a copy of your CV; cover letter and supporting documentation to [lihle@afesis.org.za](mailto:lihle@afesis.org.za) by no later than 16h00 on 15 November 2017 alternatively contact 043 743 3830 if you need additional information.