

## POSITION ANNOUNCEMENT

### HEAD OF KNOWLEDGE MANAGEMENT & INFORMATION SERVICES ILRI ADDIS ABABA CAMPUS

Ref: HKM/ADD/02/2009

The International Livestock Research Institute (ILRI) helps reduce poverty, hunger and environmental degradation by enhancing animal agriculture in developing countries, working in partnership with organizations in developing countries. ILRI's headquarter is in Nairobi, Kenya, with a second principal campus in Addis Ababa, Ethiopia. For more information on ILRI and details of the position, please visit the website on [www.ilri.org](http://www.ilri.org)

ILRI is seeking to recruit a **Head of Knowledge Management and Information Services**. This position will be coordinating ILRI's activities in this area and will be based in Addis Ababa with frequent travel to Nairobi Headquarters. The selected candidate will report to the Director of Partnerships and Communications.

Information and knowledge management play a vital role in the achievements of ILRI's strategy and its goals. This position supports the institute in implementing information and knowledge sharing systems as well as improved processes that make it possible to communicate and share knowledge effectively within as well as with the institute's global clients and partners.

#### **Specific responsibilities include management of the following teams:**

- The web based products team in charge of ILRI's web based systems as well as multimedia products and electronic learning and teaching materials.
- The publications team that coordinates the institute's print and electronic research publications as well as handling of issues related to these. This includes the coordination of the publications committee for scientific publications.
- Coordinate the ILRI InfoCentre that should be transformed into a knowledge and communications hub for the institute's research activities and knowledge products.
- The Graphics unit that develops and maintains ILRI's corporate identity and produces all public awareness and public relations materials of the institute.

#### **Key job requirements:**

The ideal candidate should have

- A Bachelor's degree in related field (for example library science, information science, knowledge management, communication science) as a minimum.
- Excellent interpersonal and communication skills
- Excellent planning and organizational skills
- Demonstrated leadership abilities
- Good people management skills
- Self-motivated with sound judgment and sensitivity to cultural diversity

ILRI offers an internationally competitive salary and benefits package and a collegial and gender and diversity -sensitive working environment. The initial appointment is for three years with the possibility of renewal contingent upon individual performance.

If you feel you meet the profile for this position, please send a cover letter, curriculum vitae and the names and addresses of three referees knowledgeable about your professional qualifications and work experience to [ILRI-HKMIS@cgiar.org](mailto:ILRI-HKMIS@cgiar.org) We will begin screening applications 15<sup>th</sup> March 2009.

*ILRI is an equal opportunity employer*

*Qualified women and professionals from developing countries are particularly encouraged to apply*