**TITLE:** Knowledge Management Officer

**PARTNER(S):** Mpoto Dairy Farmers Association (MDFA)

**COUNTRY AND PLACE OF ASSIGNMENT:** Mzuzu, Malawi

**CONTRACT DURATION:** According to your program’s requirements

**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.

Mpoto Dairy Farmers Association (MDFA) is a member of Malawi Milk Producers Association (MMPA) which is an umbrella organization for the dairy industry in Malawi. MDFA works to give dairy farmers a “voice” in the Northern region of Malawi. It supports MMPA to empower Milk Bulking Groups and Cross Breeding Units, coordinate projects and programs with the Government and NGO's to benefit dairy smallholder farmers and promote the production and consumption of dairy products. MDFA also facilitates training of new and existing farmers to increase Malawi’s dairy herd through crossbreeding and pass-on schemes.

The Knowledge Management Officer will be responsible for the effective and appropriate management of MDFA’s records from their creation through to their eventual disposal.
RESPONSIBILITIES:

- Conduct knowledge management assessment of MDFA to store, arrange, index and classify records;
- Provide recommendations to facilitate the development of filing systems, and maintaining these to meet administrative, legal and financial requirements;
- Develop a new records management policy and classification system that enables appropriate access to information;
- Develop and conduct training of MDFA staff on new records management policies and classification systems;
- Support MDFA to manage electronic and/or paper-based information by designing, setting up, maintaining, reviewing and documenting records systems;
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits;
- Write reports required by MDFA and the Uniterra program.

QUALIFICATIONS:

- Recent graduate or university student in administration, Information and Communication Technology, or equivalent experience in records management or any other relevant field;
- Ability to work independently and collaboratively;
- Ability to work in an intercultural environment; and
- Strong written and oral communication skills in English.