# Position title:
Knowledge Translation Officer

# Position location:
Ottawa, ON

# Reports to:
Manager, Knowledge Management Team, Farm Radio International

# Contract term:
Indeterminate

# Deadline to apply:
May 15, 2020

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## Nature and Scope:
The Knowledge Translation Officer is a new position at Farm Radio International. Reporting to the Manager of the Knowledge Management Team, you will be responsible for giving shape to program evaluations, analyzing the results of collected evaluative program data, identifying patterns, outcomes and learnings, and translating these into compelling, professionally written reports and other knowledge-sharing documents/resources. Through these efforts, you will support the movement of best practice evidence into the field of communication-for-development (C4D). As a result of your work, FRI will be known for producing outstanding, clearly and compellingly composed evaluative reports that uncover and share the results that our work achieves and the lessons that support best practice by FRI and other stakeholders.

## Key Responsibilities:
**Shaping Program Evaluation Designs:**
- Work with the program implementation team to design logic models and project performance management and evaluation frameworks and plans
- Identify and develop key performance indicators of project outputs, outcomes, and effects
- Anticipate opportunities for capturing insights and learnings during project implementation
- Contribute to the design of surveys and other evaluation instruments
- Coordination with the people in the field (FRI team, partners) to jointly design project evaluation plans and instruments
- Anticipate and plan for the evaluation reports, research papers, briefs, and other knowledge-sharing resources that can be generated during and after project implementation

**Data analysis:**
- Analyze the data generated by surveys, interviews, qualitative assessments, radio listener responses to surveys, radio listener commentary, and secondary sources, before, during and after project interventions
- Extract meaning from data analysis: identify key results (knowledge, attitude, and behavior change, social change, conditions for future change, etc) from project interventions, look for intended and unintended effects, consider the extent to which results can be attributed to project outputs, extrapolate to estimate total effect, etc. Help teams to develop strong cultures of collaboration, accountability and learning
Knowledge translation and sharing

- Write inception and baseline study reports
- Generate brief insight reports
- Write mid-project and end-of-project evaluation reports
- Write project briefs highlighting key learnings related to project results, learnings, and implications for best practice
- Seek and develop opportunities to author or co-author papers for publication in academic journals
- Organize or contribute to experience capitalization processes with project partners and stakeholders
- Prepare posters, slide decks and other knowledge sharing products for presentation at conferences, meetings, webinars, etc
- Share learnings and evidence of best practices internally to enable FRI staff to continually improve its processes and impacts.

Qualifications and Competencies:
Education:
- Masters Degree in relevant natural or social sciences: e.g., agriculture, nutrition, international development, project management, communications, statistics, economics, rural development, health.

Experience:
- Minimum of three (3) years in monitoring, evaluation, reporting and learning, at least two (2) of them with an organization involved in international development;
- Direct experience in:
  - Analyzing, interpreting and synthesizing technical results in order to share with policy makers, practitioners and or funders.
  - Developing reports, policy briefs, briefing notes, and web and social media content for various audiences.
  - Designing tools and strategies for data collection, analysis and production of reports.
  - Organizing and facilitating training workshops and learning events

Knowledge, Skills and Abilities:
- Knowledge of programming and results-based management principles, concepts and tools
- Strong quantitative and qualitative research skills
- Strong analytical skills and ability to synthesize complex and technical information
- Superior writing and communication skills in both English and French
- Proficiency in using word processor, spreadsheet and presentation software (e.g., Microsoft Office)
- Proficiency in using statistical software (e.g., SPSS, Stata) would be an asset
- Knowledge of statistical analysis and research methodology
- Good training and facilitation skills
- Ability to multi-task and manage competing priorities
- Demonstrated ability to work well independently and within a team
- Excellent organizational and time management skills
- Ability to work in cross-cultural and international environment
Languages:
- Bilingualism (English-French) is required

Background:

Farm Radio International is a unique international non-profit organization dedicated exclusively to serving African farming families and rural communities through the innovative use of radio and mobile phones.

We always work through existing local radio stations. Our network currently includes more than 1000 radio partners across 41 sub-Saharan African countries. Building the capacity of these stations and their local stakeholders is central to our approach to building viable communication platforms for long-term sustainable development.

We have seven offices in sub-Saharan Africa and run major projects in Burkina Faso, Ethiopia, Ghana, Kenya, Malawi, Mali, Nigeria, Senegal, Tanzania, and Uganda. And we have worked with funders and partners such as the Bill & Melinda Gates Foundation, CABI, Global Affairs Canada, the International Development Research Centre, the International Maize and Wheat Improvement Center, Irish Aid, USAID, and the World Food Programme.

Together with our broadcasting and project partners, we reach tens of millions of small-scale farmers with life-changing information and enable them to have a stronger voice in their own development.

Applications:

FRI is an equal opportunity employer. Only those candidates selected for an interview will be contacted. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you wish to apply for this position, please follow this link to register on our candidate database.

No telephone calls please.