

Knowledge Management with a communications agenda.

Knowledge and communications manager needed in the Financial inclusion environment. The successful candidate will work with leadership to develop and implement the knowledge management and communications strategy for FMT (FinMark Trust), and the i2i (insight2impact facility).

This is a consultant position.

Specific Responsibilities:

- Develop and Implement FMT's Knowledge Management and communication strategy, this includes liaison functions and management of different electronic communication tools (such as FMT's website, Linked-in page and Twitter account)
- Repackaging/rewriting research content produced by FMT staff into various formats: short focus or summary notes, blurbs, press releases, mini-case documents and other materials relevant to different audiences.
- Editing information products produced by members of the research team, liaising with external information packaging providers, e.g. graphic artists.
- Arranging internal dissemination of knowledge through e.g. brown bag lunches, database of research projects
- Actively manage the consistency and standardisation of FMT corporate brand and its usage in print and electronic publications and FMT collateral.
- Responsible for editorial direction, design, production and distribution of all FMT publications.
- Edit the content of publications, working closely with internal team members and external consultants as required.
- Support senior management in identifying new research areas

Quality Requirements:

- Ability to increase in the number of people FMT research is reaching on various platforms
- Quality of written communication – template & word management
- Professional style - clarity, brevity and readability
- Appropriate use of graphics & tables
- Accurate and precise packaging of analysis
- Ability to work with a new team with-in a deadline to finish off a project
- Professional interaction
- Integration of communication into overall project
- Attention to detail

Experience Requirements:

- Demonstrated skills, knowledge and experience in the design and execution of knowledge management, marketing, communication and public relations activities. Strong creative, strategic, analytical, organisational and personal sales skills.
- Appropriate qualification in communication or other related field..
- Demonstrated successful experience writing press releases, making presentations and negotiating with media.
- Experience overseeing the design and production of print materials and publications.
- Computer literacy and social media utilisation expertise.
- Strong oral and written communications skills. Ability to manage multiple projects at a time.
- Minimum of 5 years' experience in marketing, communications or public relations with demonstrated success, preferably in the not-for-profit, research or academic sector.
- Additional language skills in French and /or Portuguese would be an advantage.
- Some travel will be required, valid passport and driver's license will be necessary.

About FinMark Trust:

FinMark Trust (FMT) is an independent trust established in 2002 with the objective of making markets work for the poor. Initial core funding was provided by UKaid from the Department for International Development (DFID) through its Southern Africa office. Recently additional funders have come on board including the UNCDF, the Bill & Melinda Gates Foundation, the MasterCard Foundation as well as private and public institutions at country level. FinMark Trust's business is controlled by four trustees from countries in Southern Africa and its purpose is 'Making financial markets work for the poor, by promoting financial inclusion and regional financial integration'. It does this by conducting research to identify the systemic constraints that prevent financial markets from reaching out to these consumers and by advocating for change on the basis of research findings. Thus, FMT plays a catalytic role, driven by its purpose to start processes of change that ultimately lead to the development of inclusive financial systems that can benefit all consumers. Refer to www.finmark.org.za for more information.

Contact

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