



## **Terms of Reference: Learning and Communications Manager**

**Background:** iCampus is a shared innovation, co-working and community space for organizations focusing on the intersection of technology, accountability and social change in Liberia. It acts as a physical and virtual space for youth-focused ICT and governance training; a networking and innovation hub; and a focal point for elections and open governance work. iCampus is run by [Accountability Lab Liberia](#) and [iLab Liberia](#).

With the support of USAID's DAI Liberia Voice and Accountability (LAVI) project, our team is growing iCampus into a learning hub- and as the home of the LAVI Learning Lab. The objectives of the Learning Lab are to: foster collaboration and information sharing among advocacy actors in Liberia; help address common capacity challenges that hinder civil society from engaging in evidence-based, issue-based advocacy; capture, store, and share advocacy lessons-learned and resources; increase understanding of knowledge management & learning methodologies and programmatic best-practices; and generate learning to answer questions about advocacy issues in Liberia. More broadly, iCampus is developing a communications strategy to disseminate ideas and news within Liberia and beyond.

**Responsibilities:** iCampus is looking for a Learning and Communications Manager to manage the process of designing, managing and disseminating the learning program outlined above, and to lead the communications efforts. Tasks will include working with the Accountability Lab Liberia and iLab Liberia teams to:

- Build out resources to create, capture, organize and apply knowledge generated by civil society and advocacy actors in Liberia;
- Develop and roll-out learning events and tools at iCampus for civil society and other partners including trainings, workshops, reflections activities, mentoring sessions and feedback mechanisms;
- Communicating ideas and lessons learned online and offline to the iCampus and development community through blogs, newsletters, learning calls, media, social media and events;
- Manage the iCampus and LAVI Learning Lab website including updating materials, developing online resources and maintaining the events calendar;
- Prepare capacity-building approaches for peer organizations including the development of modules around adaptive learning, knowledge management, impact measurement, monitoring and evaluation and feedback loops;
- Lead the development of a community of practice around adaptive learning in Liberia, building this network along with other actors in development, civil society and government organizations;
- Assist in strengthening systems and processes internally that ensure effective promotion, facilitation and sharing of learning outcomes;
- Manage other staff as required to ensure inputs, events, knowledge-building activities and follow-up around learning are completed effectively and in a timely manner;
- Report accurately on learning activities in written form to donors and partners;
- Support the management and operations of the New Media Lab- a new audio/visual studio at iCampus;
- Other relevant tasks as required.

**More about You:** you have a passion for adaptive learning and strengthening accountability in Liberia. You have experience managing programs, building knowledge and supporting communities. You are incredibly detail oriented, organized and energetic. You have experience rolling up your sleeves and executing on deliverables with precision, and have a history working with international donors. You approach complex problems with flexibility, resourcefulness, and a positive attitude. You have a history of staring challenges in the face and driving teams toward timely, impactful solutions.

You thrive in fast-paced environment where you can work independently, play a leadership role and interact with a variety of stakeholders. You see yourself as a sponge and jump at the opportunity to learn from and with your teammates.

**More about the Team:** We are all tied to a common goal of building accountability and ensuring that adaptive learning is central to the process of development in Liberia. We embody our values of integrity, innovation, humility, practicality, and collaboration in all that we do. We strive to make iCampus the very best place to be in Liberia for people who are interested in learning, and adapting and improving what they do. We seek to invest in our people as much as we possibly can- with an emphasis on personal growth, integrity and collaboration.

### **Preferred Qualifications**

- University or advanced degree in related subject such as political science, organizational management, statistics, international relations, history or economics;
- A minimum of 4 years experience in any of: knowledge management, community building, operations, skills training and communications;
- English writing and reporting skills;
- Experience or knowledge of adaptive learning and knowledge management issues;
- Experience working with international organizations/donor systems and processes.

**Start date:** Application deadline is August 31<sup>st</sup>, 2017 and the position will begin on September 7<sup>th</sup> 2017.

**Reports to:** iCampus Manager, Luther Jeke;

**Location:** Monrovia. You will work from [iCampus](#) on Snapper Hill (Carey Street).

**Compensation:** We pay a competitive salary and you will also receive an additional daily meal plan that covers the cost of lunch at the office, and comprehensive health insurance.

**Application Instructions:** If interested, please send a resume, cover letter, and contact information for 3 references to Luther Jeke ([luther@icampus.org](mailto:luther@icampus.org)) before close of business on August 31<sup>st</sup>, 2017. Qualified candidates will be interviewed on a rolling basis.

For more information about iCampus please visit [www.icampus.io](http://www.icampus.io)