

Job Description



Job Title:	Project Learning and Communications Coordinator: DDI		
Cluster:	Innovation and Quality Management		
Salary:	USD40417 excluding benefits	Contract Type:	12 months. (with a possibility of an extension)
Location:	Flexible, with international travel required. The candidate must have the right to work in their location.		
Reports to:	Programme and Network Coordinator (DDI)		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The Project Learning and Communications Coordinator plays an important role in the implementation of the Digital Democracy Initiative (DDI). As the Project Learning and Communications Coordinator, your role supports the development of global digital resource hub, coordination of strategic learning partnerships and coordination of all aspects of work relating to communication and visibility for the DDI project.</p> <p>DDI aims to contribute to promoting and protecting local inclusive democratic space in the digital age. We will work to enable and amplify civil society through the improved use of digital technology for civic engagement by local civil society actors operating in restrictive contexts in the global south.</p>		
Areas of Responsibilities	Key Activities		
Creation and Operationalization of Global Digital Knowledge Hub	<ul style="list-style-type: none"> - Support the mapping of existing related knowledge management actors, forums, programmes and infrastructure across project focus regions. - Ensure the establishment of relationships with knowledge management actors on the topics of digital democracy across project focus regions. - In close collaboration with Global Focus, support the curation of a global digital knowledge hub that provides information, tools, and knowledge products – including from other DDI projects and beyond (inclusive of the work and experiences of both Project partners/ collaborators and wider actors) – in localized and accessible formats. - Strengthen virtual knowledge platforms to provide safe and inclusive spaces accessible in all project’s global regions for collective learning and sharing amongst project actors and wider audiences. - Facilitate and ensure that curated knowledge products and resources (inclusive of the work and experiences of both Project partners/ collaborators and wider actors) are gathered. - Support efforts towards ensuring the availability in multiple formats and languages of curated knowledge products. - Facilitate the commissioning of research products inclusive of local collaborator/ host partner/technical advisor inputs. - Support local collaborators and host partners to utilize research products relating to digital democracy towards the improvement of their work. 		
Project Learning	<ul style="list-style-type: none"> - Facilitate (online and in-person) peer-learning within and across the project in various regions, on project and local priority topics related to the 		

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	<p>utilisation of technology for enhanced democracy and civic space.</p> <ul style="list-style-type: none"> - Lead on the convening of global, regional, national, and local actors to test, learn, and share experiences and practices toward expanding civic space and inclusive by engaging with wider strategic networks. - Lead on facilitating subgrants to global, regional and national platforms (including, but not limited to those incubated/coordinated by CIVICUS, such as I4C, Vuka!, CHARM-Africa, etc.) to develop and test local innovations that expand civic space and inclusive democracy through activities such as hack-a-thons, campaign co-designs, etc. - Ensure learning products from the initiatives piloted by strategic network partners are shared and distributed through the DDI global knowledge hub. - Work with Global Focus to develop and implement strategies to promote the knowledge hub's content and broaden its reach within and across project focal global regions and across the globe. - Facilitate the participation and engagement of local collaborators and host partners in international and global convenings.
<p>Communication and Visibility</p>	<ul style="list-style-type: none"> - Lead in the development and implementation of a communication and visibility strategy for the DDI Project. - Produce and disseminate communication and visibility materials on behalf of the project and in close coordination with the wider DDI team and CIVICUS communications cluster. - Ensure qualitative, efficient, and timely internal communication with CIVICUS colleagues via staff meetings, workplace updates and other relevant channels on project updates. - In line with donor communication and visibility guidelines, ensure adherence to communication and visibility standards by the project staff and its partners. - In close coordination with the I & A Officer facilitate and ensure a robust implementation of the plan for communication of results for the DDI Project, including their inclusion in project reporting to different stakeholders.
<p>Other</p>	<ul style="list-style-type: none"> - The role holder will from time to time be required to carry out any other duties that are within the scope of the job. - All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
<p>Person Specification</p>	
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> - Postgraduate degree in Development Studies, Social Sciences, International Relations or another related field, or equivalent work experience - Excellent written and verbal communication in English, fluency in another official UN language an advantage.
<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> - A minimum of 5 years' work experience in a relevant field. - Strong understanding of the digital landscape and its impact on democracy and civic engagement. - Extensive experience in commissioning and coordinating research proposals and research work as well as collating and synthesizing community-driven content. - Broad experience in establishing and managing knowledge production and sharing platforms and networks.

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	<ul style="list-style-type: none">- Proven experience in designing and developing content that engage different stakeholders across multiple regions.- Strong communication and content creation skills, including proficiency in written and visual communication.- Proficiency in relevant software and technologies for audio and visual content creation.- Experience working with a diverse range of civil society actors across all global regions but particularly in the global south.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">- Familiarity with translation processes and procedures.- Familiarity with grant management and proposal evaluation processes is advantageous.- Robust understanding and experience with EU and DANIDA Communication and Visibility standards and guidelines.