



Job Title: Senior Knowledge Sharing Specialist
Technical and Operational Performance Support (TOPS) Program

Reports To: TOPS Project Director with overall supervision by CORE Group Executive Director

Supervision: TOPS Knowledge Management Officer
TOPS Communications Associate (60% time)

Based: Washington D.C.

****Only applications that meet the REQUIRED QUALIFICATIONS below will be considered.****

Overall Description:

CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit organization, and home of the Community Health Network, which brings together CORE Group member organizations, scholars, advocates and donors to support the health of underserved mothers, children and communities around the world.

In 2010, CORE Group began work on the Technical and Operational Performance Support Program (TOPS), a USAID/Office of Food for Peace (FFP)-funded consortium project led by Save the Children to strengthen food security program implementation. CORE Group's primary role is to facilitate cross-organizational collaboration through helping develop, support and expand the Food Security and Nutrition (FSN) Network, a 1,400-person strong, open community of practice modeled on CORE Group's Community Health Network. Learn more at www.fsnnetwork.org

The FSN Network utilizes multiple knowledge sharing mechanisms to foster knowledge exchange for strengthened capacity in the implementer community:

- sharing of experience, group problem solving, and consultation in **face-to-face and remote events**;
- development of tools, guidance, and agendas for future work in **topic-specific task forces**
- information sharing and dialogue in topic-specific **online discussion groups and events**;
- dissemination of news, resources, tools, and events in an **email newsletter**;
- diffusion of best and promising practices through a web-based **resource center**,
- connecting diverse stakeholders and finding new audiences through a **social media presence**

Role – Senior Knowledge Sharing Specialist

The Senior Knowledge Sharing Specialist will be responsible for managing and updating the TOPS knowledge management strategy which seeks to facilitate, through multiple venues, mechanisms, and media, inter-institutional and field driven processes to share knowledge, identify promising practices

and fill identified capacity gaps. The senior specialist will maintain close liaison with TOPS program management team, and staff from CORE Group, other consortium partners, and USAID's Office of FFP, as well as champions in the food security and nutrition implementing community to set agendas, identify needs and opportunities, and support and create mechanisms for improved knowledge sharing, providing specific focus on fostering sustainability of networking and knowledge sharing activities beyond project end. The senior knowledge sharing specialist will be the lead player in the planning, organizing, agenda setting and facilitation of the regional knowledge sharing meetings of the TOPS/FSN Network—convenings that bring together over 100 implementers of food security and nutrition projects over multiple days for knowledge sharing and learning.

Key Functions:

- Foster mechanisms to facilitate inter-organizational knowledge sharing via the FSN Network through direct support to TOPS staff, KM team (KM Officer and Communications Associate) and relevant consultants, helping to set participative agendas for encouraging best practices for FSN Network semi-annual and periodic knowledge sharing in-person meetings and events, web portal updates and content management, online discussions, task forces, bi weekly newsletter, social media efforts and other knowledge sharing and communication mechanisms.
- Manage the TOPS KM team to ensure prioritization of activities, quality of execution, alignment with TOPS and FSN Network identified goals, and collaboration with the TOPS team and broader FSN Network community. Provide professional development and other learning opportunities.
- Provide leadership to further the knowledge sharing and program learning practices in the food security and nutrition implementing community, through support to a task force/community of practice, development of tools and resources to support knowledge sharing, promising practices and other means.
- Set FSN Network learning agendas through facilitating stakeholder input and consensus building activities in surveys, interviews, discussions, meetings and events. Help ensure field perspectives are reflected in all TOPS program outputs.
- Identify and document promising practices and lessons learned from TOPS/FSN Network knowledge sharing and knowledge management activities both on an on-going basis as well as to feed into mid-term and final evaluation efforts.
- Participate in the larger knowledge management community in order to update project on knowledge management trends and learning, and raise awareness of TOPS. Establish and strengthen linkages with other USAID-funded knowledge management projects for collaborative activities, including but not limited to an exchange of lessons learned between the FSN Network and the CORE Group's Community Health Network.
- Serve as a member of a collaborative project team, providing timely inputs to strategic planning, annual work-planning, reporting, and performance monitoring, as well as TOPS program outputs such as the small grants program.

- Contribute to proposal development activities for match funding, add-on activities responsive to the FSN Network community, and new opportunities and partnerships to maintain FSN Network functions once project ends.

Required Qualifications (Applicants must meet ALL of these qualifications):

- At least 5-7 years experience in leading knowledge sharing and knowledge management activities for international development and emergency projects, including facilitation of participatory in-person events
- Familiarity with USAID and with international food security and nutrition programming, especially in Africa
- Proven facilitation and collaboration skills working with multi-level stakeholders, including technical and subject matter experts, donor agencies, local partners, researchers and others
- Advanced degree or above and / or 8-10 years of work experience
- Proven project management skills, and ability to work with diverse and highly skilled personnel in team environment
- Excellent oral and written communication skills in English
- Ability to travel nationally and internationally as required

Only U.S.-based candidates will be considered. Relocation package is not available.

To apply, please email your resume and cover letter to coregroupcs@gmail.com.

Use “*KnowledgeSharingSpecialist_Last Name*” as the subject line – no phone calls please. **Also, please include where you viewed the job posting.** Only potential interviewees will be contacted. This job will remain open until filled.

For more information visit our website at www.coregroup.org or www.fsnnetwork.org