



Clean Technology Hub
energy innovation centre

Job Title: Junior Associate, Podcast production

Location: Abuja, Nigeria

Type: Full-time(hybrid)

Reports to: Asst Manager, Media and Comms

The Company

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy and sustainability.

Position Summary

Clean Tech Hub is seeking to hire a dynamic and organized Junior Associate, Knowledge Management to join our team. The ideal candidate will be responsible for effectively managing our organizational knowledge base, ensuring information is accessible, accurate, and up-to-date. This role plays a crucial part in enhancing our internal knowledge-sharing processes and supporting informed decision-making across the organization.

Key Responsibilities

- **Content Management (30%):** Curate, organize, and maintain digital knowledge repositories and databases. Ensure content accuracy, relevancy, and accessibility for all users.
- **Knowledge Sharing Facilitation (20%):** Develop and implement strategies to promote knowledge sharing and collaboration among teams. Facilitate training sessions and workshops to encourage best practices in knowledge management.
- **Process Improvement (15%):** Continuously evaluate and improve knowledge management processes and systems. Identify areas for enhancement and implement solutions to streamline information retrieval and dissemination.
- **Documentation and Reporting (15%):** Generate reports and documentation on knowledge management activities and metrics. Provide insights and recommendations based on data analysis to support decision-making.
- **Technology and Tool Management (10%):** Manage and optimize knowledge management tools and technologies. Stay current with advancements in knowledge management software and recommend upgrades or new tools as needed.
- **Quality Assurance (10%):** Conduct regular audits and quality checks on knowledge content to ensure accuracy, completeness, and compliance with organizational standards.

Qualifications & Experience:

- Bachelor's degree in social sciences, international development, or other relevant related field;

- Proven experience in knowledge management, content management, or a related area.
- Strong organizational skills with meticulous attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in knowledge management tools and systems (e.g., SharePoint, Confluence, etc.).
- Ability to work collaboratively across diverse teams and stakeholders.
- Analytical mindset with the ability to interpret data and trends.

Abilities, Skills & Attributes:

- Ability to analyze complex information and data to derive insights and improve knowledge management strategies.
- Excellent verbal and written communication skills to effectively convey information and facilitate knowledge sharing across teams.
- Strong organizational abilities to manage multiple tasks and projects concurrently while maintaining attention to detail.
- Proven ability to work collaboratively with cross-functional teams and stakeholders to achieve common goals and objectives.
- Flexibility to adapt to changing priorities and requirements in a fast-paced environment.
- Proficiency in knowledge management tools and software (e.g., SharePoint, Confluence, etc.) and ability to quickly learn new technologies.
- Strong problem-solving skills to identify issues, evaluate options, and implement effective solutions.
- Self-motivated with a proactive approach to work and continuous improvement.

For interested applicants, follow the [link](#) to our jobs form:

Or Submit your resume and a cover letter detailing your relevant experiences to cthr@cleantechnologyhub.org

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