

# KNOWLEDGE SHARING MANAGER



## POSITION DESCRIPTION

DATE APPROVED: JUNE 2025

Employer:	Adara Development (Uganda)
Location:	Based at Kiwoko Hospital, Nakaseke District
Employment status:	Full time
Reports to:	Director of Impact (with dotted line report to Director of Maternal Newborn Child Health)
Direct reports:	None

## OVERALL JOB GOAL

The Knowledge Sharing Manager is responsible for driving Adara's Knowledge Sharing work related to our Maternal, Newborn and Child Health (MNCH) programmes. This role is focused on developing and sharing insights, tools, and evidence generated through AdaraNewborn, and contributing to the broader dissemination of Adara's MNCH knowledge and impact across regions and globally to influence practice and policy.

## KEY RESPONSIBILITIES

### 1. MNCH Knowledge Sharing Strategy and Planning

- Support the development and implementation of Adara's global Knowledge Sharing strategy with a specific focus on Adara's MNCH Programmes.
- Collaborate with the Director of Impact and the Director of MNCH to integrate knowledge sharing into programme design, delivery, and documentation.
- Ensure the inclusion of knowledge sharing activities in MNCH-related workplans, grant proposals, and donor reporting.
- Strengthen internal teams' capacity to document, share and use knowledge within their projects.
- Collaborate with RMEL teams and support feedback loops and learning from data and programmatic insights.

### 2. Development and Dissemination of MNCH Knowledge Assets

- Identify key knowledge products, lessons, and innovations from AdaraNewborn that have the potential for scale or influence.
- Develop high-quality, evidence-informed knowledge products that reflect Adara's work and impact in MNCH, such as:
  - Case studies and clinical tools
  - Learning briefs, SOPs, Guidelines of Care, and protocols
  - Policy briefs, journal articles, and conference materials
  - Training programmes
  - Presentations
- Ensure products are tailored to target audiences including health workers, policymakers, academic institutions, and implementing partners.
- Manage the review and update cycle for key MNCH knowledge assets to ensure they reflect the latest clinical and public health best practice.
- Contribute to the management of the AdaraKnowledge Hub.
- Lead and coordinate the dissemination of MNCH knowledge assets through a range of platforms and channels, including:

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- Presentations at national and regional conferences, symposia, and technical working groups
  - Submissions to peer-reviewed journals and health sector publications
  - Distribution through Ministry of Health channels, facility meetings, and implementing partner networks
  - Use of Adara's website, digital libraries, internal knowledge hubs, and social media platforms
  - Webinars, roundtables, and other forum
  - Monitor reach and engagement with knowledge products and refine dissemination strategies based on feedback and uptake.

### **3. Partnerships and External Engagement**

- Represent Adara in relevant national MNCH knowledge forums, technical working groups, and conferences.
- Collaborate with government, academic, and civil society stakeholders to disseminate Adara's MNCH learnings and foster knowledge partnerships.
- Support the MNCH and country leadership teams in raising Adara's profile as a leader in newborn care in Uganda and beyond.
- Work with the Communications team to align knowledge sharing and external communications strategies and ensure consistent messaging.

### **4. Other Duties**

- Undertake any other tasks as assigned by the Adara leadership that are consistent with the role and further the objectives of Adara Development

## **QUALIFICATIONS AND EXPERIENCE**

- A tertiary qualification in Public Health, Global Health, Health Communications, Knowledge Management or related field. A clinical background is an added advantage.
- Proven track record in designing, leading, executing, and evaluating knowledge sharing activities in the international development sector.
- Minimum 5 years' experience in public health, knowledge sharing, communications, or related fields, ideally in the MNCH or health sector.
- Proven experience developing and disseminating knowledge products to diverse audiences, including clinical and policy stakeholders.

## **COMPETENCIES**

- Excellent writing and communication skills, with the ability to translate technical content into clear, accessible messages.
- Strong understanding of Uganda's health system and national MNCH priorities.
- Experience engaging with government, development partners, or academic collaborators.
- Proficiency in Microsoft Office and digital content tools; familiarity with knowledge repositories or online learning platforms is an asset.
- Basic design skills.
- Excellent collaboration skills, with the ability to work across disciplines and geographies.
- Detail-oriented, with excellent organisational and project management skills.
- Ability to manage multiple priorities and deliver quality outputs on time.
- Passion for health equity and social justice, with a commitment to Adara's mission and values.
- Be willing to undergo police check, as you may be working with children when on project sites.

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## KEY CONTACTS

- **Internal Contacts**
  - Uganda AdaraNewborn Team
  - RMEL Team
  - Impact Team
  - Communications and Partnerships Team
- **External Contacts**
  - Ministry of Health Uganda and district health offices
  - Health facility leadership and frontline health workers
  - Academic and research partners
  - Civil society and implementing partners

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# THE ADARA GROUP

## OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

### COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

### TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

### MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

### INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

### PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

### UNCONVENTIONALITY

- We think outside the box