

Vacancy Announcement: *Knowledge Management and Communication Officer*

As part of N-BiG's operations and support to the Environmental and Social Support Project for the Otjikoto Biomass Power Plant (ESS-OBPS), N-BiG is seeking a full-time Knowledge Management and Communication Officer. The position is offered as a three (3)-year contract, with the possibility of renewal. The position is to be based in Windhoek, but occasional business travel may be required. Learn more about N-BiG at <https://www.n-big.org/>

Position Summary: Reporting to the Operations Manager, the Knowledge Management and Communication Officer will coordinate N-BiG knowledge management, communication, member information, and outreach activities so that organisational and project learning, sector information, and organisational messages are captured, packaged, and disseminated effectively to members, partners, and the wider Biomass sector.

Key Performance Areas:

1. **Knowledge Management:**
 - Monitor information flow across N-BiG's programmes, projects and the sector and maintain organised knowledge resources.
 - Maintain inventories of publications and knowledge materials and coordinate their distribution.
 - Capture project learning, member information and sector developments for reuse and dissemination
2. **Digital & External Communications:**
 - Manage and monitor N-BiG social media platforms and coordinate website updates/maintenance.
 - Draft and schedule posts, news updates, newsletters, press releases and project communications.
 - Maximise visibility of stakeholder activities and relevant topics in bush encroachment, rangeland management and biomass.
3. **Member & Stakeholder Communication:**
 - Maintain and update accurate and current member contact databases.
 - Support communication with members and the sector at large.
 - Coordinate invitations, agendas and communications for meetings, workshops and outreach activities.
4. **Outreach & Events:**
 - Coordinate and organise farmer information days, trainings, workshops and outreach programmes.
 - Support stakeholder engagements and ensure appropriate communication materials are available.
 - Document and communicate event outcomes and sector messages.
5. **Research & Content Development:**
 - Conduct basic desktop research for projects and communication products
 - Translate technical sector and project information into clear, audience-appropriate content.
 - Coordinate inputs from technical colleagues and sector organisations.
6. **Communication Quality Assurance:**
 - Ensure communication and knowledge products meet agreed organisation / project, brand, quality and approval requirements.
 - Maintain accurate records, content calendars and publication/distribution logs.

Requirements:

- Bachelor's degree or Diploma in Communications, Public Relations, Journalism, Marketing, Knowledge Management, Development Communication or a related field.
- Minimum of 3 years' experience in communications, Knowledge management, Stakeholder engagement, digital content or outreach.
- Experience In translating technical / project information for diverse audience is preferred
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and other relevant software.
- A valid Driver's License will be an added advantage.
- Fluency in English but other local languages will be an advantage.
- Excellent communication, interpersonal and cultural sensitivity abilities.

Competencies

- Content Writing and editing
- Social media and website content management.
- Knowledge/document management.
- Basic research and information synthesis
- Event and outreach coordination.
- Member/ contract database management
- Basic design/content-production tools and Microsoft Office

Application & Deadline

E-mail your CV and motivational letter to f.andreas@n-big.org with the subject "Knowledge Management and Communication Officer" by close of business Friday, **21 October 2026**.