Knowledge Manager

Are you an effective communicator looking to make a difference? Do you want to put your skills to work and have a real impact in contributing to the development of insurance markets that work for the poor? Do you have a strong grasp of strategic messaging and packaging information for purpose? If so, why not join our growing, dedicated, multicultural and dynamic team in beautiful Luxembourg?

With a global reach and increasing presence in Africa, Emerging Asia and Latin America and the Caribbean, the Microinsurance Network (asbl) is a not-for-profit membership-based association generously supported by the Government of Luxembourg. We are driven by our vision of a world where people of all income levels are more resilient and less vulnerable to daily and catastrophic risks through improved access to effective risk management tools. Low-income consumers lie at the heart of our mission. With members in more than 50 countries, we work with a broad range of stakeholders to prioritise the needs, interests and well-being of our ultimate beneficiaries.

Our mission is to promote effective insurance for low-income people by encouraging shared learning and facilitating knowledge generation, through publications and events organised around the world and through our global partnerships.

For more information, please see our website.

We are currently recruiting a results-driven Knowledge Manager who will be responsible for creating knowledge products generated by research typically conducted by third parties, including our members, for dissemination through a range of media, ensuring that information is provided in the appropriate form to target audiences so as to influence and change market behaviour in line with our vision and mission.

Key responsibilities and tasks

- **Publications**: research, write, edit, proof-read and check Briefing Papers, Programmes and Publications; oversee graphic design, layout and printing
- **Events**: coordinate assigned working groups, project manage and design the content of regional workshops in Emerging Asia and the global North and of our annual members’ meeting, prepare the content for event blurbs, agendas, advertisements, social media posts, etc.
- **Member coordination**: take responsibility for building and maintaining relationships with Network members, maintain contact reports and records.
- **Represent the Network** at regional and global events and deliver speaking opportunities during these events

Desirable qualifications and experience

- A Bachelor’s degree in relevant field (communications, public relations, or marketing) or equivalent in experience and career history
- A Master’s degree will be an added advantage
- Proven working knowledge of financial inclusion and international development
- Proficient in English (level C, Common European Framework or mother tongue)
- Fluency in French desirable (level B-C, Common European Framework or mother tongue)
- Highly competent in managing knowledge-based projects
- An extensive track record in writing and publishing articles, blogs and tweets
• Good grasp of strategic messaging
• Capacity to provide thought leadership
• Highly organised, proactive and self-motivated
• Strong communication and engagement skills
• Experience in providing strategic leadership in the knowledge management area
• At least 5 years working experience in a relevant field.
• Confident and eager to engage with members, speakers, funders, and all stakeholders
• Committed to social and economic development goals such as poverty alleviation and financial inclusion
• Interest in acquiring subject matter expertise in the field of inclusive insurance
• Experience in event programming desirable (content and speaker management)
• Experience of public speaking and facilitating events such as workshops
• Familiarity with developing countries and willing to travel on assignments as required
• Advanced Microsoft Office skills, including PowerPoint, would be valuable

Permanent contract based in the city of Luxembourg.

Starting date: as soon as possible

If you are interested in this position and want to join this small, dynamic team, please send a letter of motivation and your resume by email to Sophie Lafleur at slafleur@mandeleo.lu