

## **Vacancy: Head of Knowledge & Quality**

Free Press Unlimited strongly believes that all people are entitled to have access to unbiased, reliable and timely information. This enables them to assess their own living conditions, influence these and make the right decisions. Freedom of the Press and Freedom of Information are vital for gathering and spreading reliable, unbiased information. Media play a crucial role in providing people free and unrestricted access to information that can help them develop and monitor the authorities. We want to make and keep objective news and information available to everyone, especially to people in countries without or with limited (press) freedom.

By supporting media professionals and journalists, we want to help people gain and keep access to the information they need to survive and develop.

To maintain, broaden, measure and evaluate the knowledge that this mission requires on many levels, we are looking for an enthusiastic and experienced Head of Knowledge and Quality (38 hours per week).

You will be based in the office in Amsterdam. There is the possibility of flexible and remote working.

### **Your regular tasks and responsibilities:**

- Further develop project management workflows and systems, including the assessment of partners, proposals, reports, monitoring indicators, and payments;
- Coordinate monitoring and evaluation of the projects of Free Press Unlimited, implemented with >100 partner organisations in >40 countries;
- Coordinate research in the field of media development;
- Further develop the organisation's knowledge management framework;
- Contribute to the knowledge base of the media development sector;
- Organise knowledge exchange within the organisation, between the organisation and its partner organisations, between the organisation and other international media development actors and donors, and between partners (south-to-south learning);
- Ensure that lessons learned and successful practices are captured, documented, shared and used for improvement, innovation, communication, advocacy, and fundraising;
- Ensure quality management in line with ISO 9005:2015, including quality assessments in the form of an annual partner satisfaction survey, internal and external quality audits.
- Advice and assist on reporting in IATI where relevant;

## **Your profile**

- University degree in the field of International Media (Development) or International Development Studies;
- At least 10 years demonstrable and relevant experience in project management and international development cooperation;
- At least 3 years management experience;
- Specific knowledge of and experience in monitoring and evaluation methodologies (e.g. Theory of Change, Outcome Harvesting, Most Significant Change);
- Experience in donor proposals, reporting, and accountability;
- Work experience in international organisations;
- Work experience in developing countries;
- Excellent communications skills, both written and oral;
- Excellent command of Dutch and English – command of Spanish, French, or Arabic desired.

## **Your way of working**

- Communicative
- Analytical
- Persistence and able to influence others
- Able to lead and motivate a team
- Good listener
- Solution-oriented
- Stress resistant

## **We offer**

The opportunity to contribute to a special mission. A dynamic and international environment of 70 colleagues who work both from home and in a nice office in the heart of Amsterdam lot of responsibility and room for initiative. An appointment for one year, with the possibility of extension depending on performance and funding. Free Press Unlimited has an excellent pension scheme, 25 days of leave per year (on the basis of a full-time position) and a reimbursement of travel expenses (public transport).

## **Application process**

Please send your short motivation letter with CV to Ruth Kronenburg (Director of Operations) via this [application form](#).

The vacancy is open until we have found a suitable candidate. We therefore ask you to apply as soon as possible!

For questions about the position you can contact Tamara Lunacek (HR Officer) at [lunacek\[at\]freepressunlimited.org](mailto:lunacek[at]freepressunlimited.org).

An assessment and screening can be part of the selection process.

**Non-EU candidates need to have a valid work permit to be considered for this role.**

Free Press Unlimited is committed to ensuring gender equality, inclusion and diversity within our organisation. People of all gender identities, sexes, sexual orientations, colours, religions, national origins, abilities and age are eligible for this position.