



Knowledge Management Officer Job Advertisement

CONTEXT

Initiatives of Change International is seeking a Knowledge Management Officer to assist the knowledge management of IofC International. We are looking for someone with the relevant skills as well as commitment to IofC's mission and values, reflected both in his/her work and personal life.

This position requires someone who is professional, organized, enthusiastic, self-motivated and comfortable working with a wide range of people including in a virtual environment.

This is a consultancy position [One day a week on average] working virtually and with occasional international travel.

PRIMARY TASKS AND RESPONSIBILITIES

- Establish an effective process of collecting, presenting and sharing relevant experiences, lessons learned and knowledge from IofC International initiatives, particularly the newly established Trustbuilding Program;
- Develop knowledge management practices to be implemented within the organization;
- Develop and provide regular contributions with interesting/ useful knowledge management insights for sharing & distribution within the global IofC Network;
- Update, develop and work with the IofC International's information and knowledge systems (incl. filing system) and software solutions to preserve organizational information and knowledge;
- Utilize the knowledge base resources and design a training module for staff to help them access the knowledge management tools;
- Work closely with the Communications Manager, Trustbuilding Program staff and the Executive Director;
- Encourage the staff and workers to share knowledge effectively and efficiently;
- Take part in regular team meetings and other meetings as needed.

KEY PERSONAL QUALITIES AND PROFESSIONAL COMPETENCIES

Candidates should demonstrate the following qualities:

- Alignment with the values of IOFC;
- Excellent English speaking and writing skills, particularly documentation skills;
- Excellent interpersonal and communication skills with an ability to work effectively and empathetically with a diverse and geographically dispersed team;
- Ability to work effectively and with minimal supervision;
- Flexibility and enjoyment of the challenges of working with an international team;
- Ability to focus, prioritize and adapt to changing deadlines and priorities, when necessary;
- Ability to think strategically, conceptualize ideas, digest and analyze large volumes of information and present coherent documents;
- Strong analytical, planning and management skills;
- Proactive, resourceful, calm, and efficient;
- High level of personal integrity;
- Proficient IT skills - MS Office 365 Sharepoint required.

QUALIFICATIONS/ EXPERIENCE

- Minimum of an undergraduate degree in a related field (e.g. in social sciences, economics, human resources, information technology);
- Qualification and Certification in Information and Knowledge Management - preferred;
- Minimum of 3 years of relevant work experience;
- Good knowledge of Office365 and/or Knowledge Management tools;
- Experience of working internationally, including in developing countries – desirable.

REMUNERATION

Remuneration is to be commensurate with relevant experience.

HOW TO APPLY

All applications should include a CV plus a detailed letter of application (max one page), showing how you meet the requirements of the position. Please provide 2 references; at least one reference should be a professional one.

All applications should be sent to jobs@iofc.org by 15 September 2019.