



SPECIFIC JOB PROFILE

I. Post Information

JOB TITLE: Knowledge Management Officer (Education)

POST NUMBER: 126054

LEVEL: NOA

REGION/COUNTRY: MENA; Lebanon

DUTY STATION: Beirut

SECTION: Education

II. Strategic Office Context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. UNICEF Lebanon's Education Programme work supports the Ministry of Education and Higher Education in implementing the Transition and Resilience Education Fund (TREF), a new aid modality which was launch in 2022 to strengthen governance, transparency, efficiency and learning outcomes for children in the education sector.

Strategic office context :

Under the guidance and general supervision of the Education Manager (P4) and Information Management Officer (NOB), the Knowledge Management Officer (Education) supports the Education section in strengthening knowledge management, learning and information sharing by documenting good practices and lessons learned of successful education programmes and flagship initiatives under the TREF framework, as well as generating high quality on-time funding proposals, donor reports and concept notes for resource mobilization and donor accountability. The Knowledge Management Officer (Education) plays an important role in support the Education Section in knowledge sharing and information exchange within and between the section and other relevant sections, such as Youth and Adolescent Development, Child Protection, Social Protection, WASH, Health and Nutrition, Palestinian Programme in Lebanon and Monitoring and Evaluation.

Purpose for the job:

The overall responsibility of this position entails supporting the Education Section, under the supervision of the Education Manager, in strengthening the knowledge management. The accountabilities are further detailed below.

III. Key functions, accountabilities and related duties/tasks:

1. Support to Education section's knowledge management systems

- Develop, update and maintain knowledge management products associated with UNICEF's Education Annual Work Plan in line with the MEHE's 5-Year Plan 2021-25.
- Document excellence, best practices and lessons learned of education programmes and flagship initiatives, and disseminate relevant knowledge, information and data to key audiences in an appropriate form.
- Develop and implement modalities for knowledge sharing and information exchange to promote mutual learning within the section and across different section staff members for innovative solutions (including using e-tools more effectively) and new approaches to advancing education access, equity and quality learning.
- Develop, maintain and update the section-level knowledge management plans and tools including HACT, and ensure that programmatic documents and files are developed, organized and optimized for strategic knowledge and information sharing.
- Provide technical support to the education section in ensuring that a set of education indicators are identified and adjusted in line with UNICEF annual workplan and in sharing of results and findings with section colleagues and key stakeholders, such the MEHE and education donor group.
- Support knowledge management activities in the education section through information exchange and build capacity of the section staff members by enabling appropriate knowledge management sessions (i.e. report writing, technical brief note development).
- Create a system for tracking MEHE publication including decisions and circulars related to formal and non-formal education.
- Provide support to partners in developing logframes ensuring alignment with the Annual Work Plans.

2. Knowledge-based programme development and planning

- Support the education section and work closely with IM Officer (Education) in the preparation, design and updating of the situation analysis for the education programmes to ensure that current and comprehensive data on education issues is available to guide UNICEF's strategic policy, advocacy, intervention and development efforts on education programmes and overall knowledge management.
- With support from supervisors set priorities, strategies, design and implementation plans. Keep abreast of development trends to enhance education knowledge management, efficiency and delivery.
- Undertake lessons learned review of successful and unsuccessful knowledge management experiences and share observations/findings with the section and across different sections, so best practices and insights can inform UNICEF Lebanon's programming and knowledge management work.
- Work closely and collaboratively with internal colleagues and partners to discuss strategies and methodologies, and to determine national priorities to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes and to ensure integration, coherence and harmonization of

programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

3. Strengthen quality reporting for resource mobilization and donor accountability

- Under the TREF framework, support in providing one-stop-shop to current and potential education donors and partners on UNICEF's education programme in Lebanon, including coordination with UNICEF other section staff, sharing of section brief note, fact-sheets, and other programme related information, including the preparation of donor visits to UNICEF education programme in coordination with the education units and Field Offices.
- In consultation with relevant education colleagues, draft concept notes and funding proposals including logframes, and ensure that these are aligned with donor interests and conditionality and UNICEF's education programme priorities under the Country Programme strategies. The logframes
- Support on planning, developing, compiling, drafting and editing reports to be used for donors, partners, and stakeholders (Including: sitreps, presentations, donor progress and final reports, annual reports). Coordinate with all education units and the partnerships team.
- Support on designing and delivering education briefing notes and project concept notes for Management, the line ministry and donors when necessary.
- Conduct occasional field missions to support and participate in assessment, validation and developing evidence-based documentation.

IV. Impact of Results

The efficient leadership, guidance and strategic thinking of the Chief of Education will directly impact UNICEF Lebanon's capacity to support the government in achieving the following goals:

- Pillar 1: By the end of 2025, increased demand for formal and non-formal education and ECD opportunities for the most marginalized children.
- Pillar 2: By the end of 2025, national capacity improved, resulting in marginalized girls, boyz and adolescents, in and out of school, having increased access to quality education in a gender-responsive and inclusive learning environment.
- Pillar 3: Improved governance, technical and managerial capacities of relevant education institutions to effectively deliver, monitor and report on education services provided to the most marginalized.

V. Competencies and level of proficiency required	
<p><u>Core Values</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability 	<p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Demonstrates Self Awareness and Ethical Awareness (1) • Works collaboratively with others (1) • Builds and Maintains Partnerships (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Drive to achieve impactful results (1) • Manages ambiguity and complexity (1)

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • University degree in International development, International Relations, Business Administration, or another relevant field is required.
Experience:	<ul style="list-style-type: none"> • 1 year of work experience in knowledge management, programme coordination, research or other relevant areas (information management, learning, community management, communication, M&E) is required. • Familiarity with the work of UNICEF National Committees on advocacy and the Child Friendly Cities Initiative is an asset. • Experience working with Power BI and other visualization software is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and Arabic are required. Knowledge of French is an asset.