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|   |    **UNITED NATIONS CHILDREN’S FUND** **SPECIFIC JOB PROFILE**   |

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|  **I. Post Information**   |
| **POST NUMBER/ CASE NUMBER:** 86044 **POST/CASE NUMBER OF SUPERVISOR:** 98776 **REASON FOR CLASSIFICATION:** Updating the JD as it was last classified during 2013 **REGION/DIVISION:** MENA **COUNTRY**: EGYPT  **DUTY STATION:**CAIRO  **OFFICE:** Cairo/Egypt **SECTION: SPCRM Section** **UNIT:**   | **CATEGORY:** NO **PROPOSED LEVEL: 2** **JOB TITLE:** Knowledge Management Officer   **Functional Code:**KMA  **ICSC CCOG Code:** 1C07  |
| **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 favouritism. 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. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.  **Strategic office context** :   The Knowledge Management Officer reportsto the **Child Rights Monitoring Specialist** for supervision. The Officer provides professional technical, operational and administrative support throughout the implementation of the Country Office’s knowledge management activities over the programme cycle, including the use of technology for systemic storage and sharing of knowledge and data product.  **Purpose for the job:**   The work of the Knowledge Management Officer will focus on ensuring that the right knowledge is available to the right people in a timely manner and in the right format, and on the systematic storage of relevant knowledge products for ease of access. The office will contribute to capacity strengthening in the use of technology for knowledge management and to measuring the use in the programme and project cycles. The incumbent will initiate and support the KM initiatives and contribute to the implementation of the country, regional and global knowledge management agenda. The incumbent will work in collaboration with all programme and operation sections, and in particular with the staff responsible of planning, monitoring, reporting and evaluation.   |
|  **III. Key functions, accountabilities and related duties/tasks:**  |
| **Summary of key functions/accountabilities:** 1. *Support the generation, capture, dissemination and sharing of data and knowledge on the situation children*
2. *Development, implementation, and monitoring and reporting KM plans*
3. *Support KM planning, learning, storage, dissemination*
4. *Support documentation, lesson learning in programme planning, implementation and monitoring*
5. *Serve as the Knowledge Management Country Office Focal Point for Regional and Global initiatives.*
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|  **KEY ACCOUNTABILITIES and DUTIES & TASKS**  1. ***Support the generation, capture, dissemination and sharing of data and knowledge on the situation children***
* Support the data collection and research activities implemented by UNICEF and partners.
* Support the secondary analysis and reporting of key indicators related to the situation of children.
* Support the development and production of knowledge materials to advocate for child related issues.
* Collaborate with the SPCRM and External Communication sections to expand the use and promotion of knowledge products in relevant social media campaigns and channels.
* Review the quality of data, reports and knowledge products developed by the office and with partners.
* Support the maintenance and quality check of child-related databases in the office and with partners.
* Support the production and dissemination of knowledge products in social media and with office staff, RO, HQ and partners.
* Share experiences across communities of practice, business units, and networks on innovative approaches in knowledge sharing.
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| 1. ***Development, implementation, and Monitoring and reporting the KM plans***
* Identify, capture, synthesize and share lessons learned from evaluations for integration into broader knowledge development planning and management efforts.
* Research and report on best and cutting-edge practices for development planning of knowledge products and systems for evaluations.
* Ensure the coherence and the synergy between the CO KM action plans and initiatives and the Global KM Strategy.
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| 1. ***Support KM planning, storage, dissemination, and knowledge retention***
2. ***Planning***
* Support the consolidation and quality assurance of the section’s annual Integrated Monitoring and Evaluation Plans (IMEP) and Data Action Plan.
* Provide technical support to include KM in all the stages of the programme, projects cycle and respective business processes.
1. ***Capacity building and strengthening***
* Facilitate awareness and capacity building activities on the use of KM [approaches](https://unicef.sharepoint.com/sites/DAPM-KM/SitePages/KM-APPROACHES.aspx), channels and tools~~.~~
1. ***Knowledge sharing/dissemination***
* Facilitate knowledge sharing and dissemination activities in the office, between offices, networks, and partners.
1. ***Technology for KM***
* Administer and update the content of the ECM platforms in the office.
* Support the Egypt CO systematic use of UNICEF technology and tools such as Enterprise Content Management (ECM), Evidence Information System Integration (EISI), Knowledge@UNICEF for internal and external knowledge storage and sharing in adherence to UNICEF.
* Ensure that internal and external knowledge platforms are up to date and archived according to UNICEF Information Management Procedures.
* Track utilisation, through various metrics, of UNICEF technology for KM.
1. ***Knowledge Retention***
* Support HR in their strategy for retention of vital office knowledge for staff members in strategic roles moving on from the role.
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| 1. ***Support documentation, lesson learning in programme planning, implementation, and monitoring***
* Document, in collaboration with the respective programme sections and units, lessons learnt (failures and success), promising practices and processes in programme planning, implementation and monitoring.
* Support packaging, dissemination and facilitate group reflection surfacing from lessons learnt, promising practices in programme planning, implementation, and monitoring.
* Organise and deliver peer learning and knowledge sharing sessions related to data and research.
* Support development and production of analytical summaries, synthesis, fact sheets, and briefs, based on final data sets and completed reports by the Egypt CO, for use by a broad range of stakeholders.
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| 1. ***Serve as the Knowledge Management Country Office Focal Point for Country, Regional******and Global initiatives***
* Lead piloting and implementation of the global KM Strategy priority areas.
* Support action planning, implementation, monitoring and evaluation of the KM strategy.
* Represent the Country Office in the regional and global KM activities.
* Coordinate annual KM work plan (including evidence generation, documentation of lessons learnt, storage, dissemination and use), outlining KM activities with clear indicators and monitoring methods, which should be reflected in the Programme Monitoring and Evaluation system to track results for KM activities.
* Coordinate identification of knowledge needs and knowledge gaps.
* Ensure integration of KM activities in routine programming (planning, monitoring, progress reports and evaluation) and donor proposals.
* Coordinated timely update of knowledge storage systems, disseminate key document location map.
* Maintain a calendar of knowledge dissemination for the respective office/section and integrated it with region and global calendar.
* Coordinate dissemination of KM products such as Research studies reports, evaluations, lessons learnt within the office and across the region.
* Track implementation and reporting of KM activities and regularly provide feedback/escalate issues to supervisor as required.
* Strengthen capacity of the programme and operations staff in knowledge generation, sharing/distribution, storage and use.
* Lead measuring the use of generated evidence from time to time and disseminate the results.
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| **IV. Impact of Results** |
| 1. Egypt Country office have a focused knowledge management strategy and action plan, which addresses knowledge generation, organisation, dissemination and use by UNICEF and by external audiences, for better performance and achieving results for children across the country.
2. Contribution to developing of lessons learned, good practices and innovative approaches to support achievement of results for children, and dissemination via multiple channels, to inform programme improvements at the CO level.
3. Situation Monitoring and Assessment of children, women and their families are regularly and timely available for programme staff, researchers and relevant stakeholders.
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|  **V. UNICEF values and competency Required (based on the updated Framework)**   |
| **i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

  **ii) Core Competencies (For Staff without Supervisory Responsibilities) \*** * 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)

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|  **VI. Recruitment Qualifications**   |
|  Education:  |  A University Degree in economics, psychology, sociology, education or other social science field is required.   |
|  Experience:  |  A minimum of two years of professional experience in program/project monitoring and evaluation is required.  Relevant experience in knowledge management, social development analysis and programming at the international and/or in a developing country and in a UN system agency or organization is an asset.   |
|  Language Requirements:  |  Fluency in both English and Arabic are required.   |