



In the context of the 2016-2020 strategic plan, we are looking for a

Knowledge Management Advisor

Position Start Date: 02.04.2018

Contract type: CDI

Salary class: 8

Activity rate: 100%

Location: Lausanne HQ (Switzerland)

Application deadline: Terre des hommes does not set closing dates for this position; recruitment is on-going until the position is filled.

You are member of a leading team contributing to the transformation of Terre des hommes to meaningfully increase its impact. Being a learning organization enables Terre des hommes to increase its operational efficiency and its innovation capacity.

About the role

We are looking for an individual with significant experience of working at an organisation-wide level to lead the implementation of ambitious and strategic project: developing a Knowledge Management strategy and strengthening policies, processes, guidance and tools to build internal capacity at various stages of the organization (HQ, Regions, Field offices). You will accompany Tdh teams in setting up an ecosystem to enhance Tdh's capacity to learn and to share knowledge amongst networks.

You will lead a team distributed across different departments and responsible of different components of the Knowledge Management Strategy: ICT for the digital workplace, Human Resources for the Learning and Development, Communication for internal communication, Information management... You will motivate knowledge management focal points and champions within different departments, the regions and 32 delegations.

You will directly update the record management system adapted to its users needs. Then, you will identify and strongly support the IT team to deploy the new digital Knowledge Management Platform. You will ensure continuous improvement of Knowledge Management processes, methodologies and digital tools to encourage cross-programs/departments/regions collaboration and knowledge sharing.

About you

- Master's level studies or equivalent university diploma in a relevant field
- Fluent in French and English (minimum C1) in both written and spoken. Spanish skills represent an asset
- Excellent communication skills
- Experience in leading a team in a changing environment
- Entrepreneurial, organized, flexible and autonomous
- Strong conceptual and analytical skills
- Swiss Nationality or valid work permit

To be successful you need to have **proven track record** in Knowledge Management from carrying knowledge audit, to developing knowledge strategies, to supporting knowledge use (**at least 5 years relevant**) ideally in a **humanitarian context** or **for a humanitarian organization**. You have expertise in record management, in-depth experience and knowledge in collaborative knowledge management platforms, and in facilitating knowledge co-creation.

You know about the latest development in the sector. You are **open to innovative approach**, methodologies and tools to capture, disseminate and support knowledge use by practitioners from different origins and backgrounds. You are recognized for your skills and **ability to motivate and animate a network** of colleagues from different sectors and activities, in various **multicultural environments**.

Child Safeguarding Policy

We are committed to the safeguarding and protection of children in our work. We will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.

If you share our mission, are passionate about making it happen and strongly believe you can contribute then join us and we'll give you every opportunity to succeed. We look forward to hearing from you.

Procedure

We will only consider complete online applications corresponding to the required profile.

Your application must include a complete CV and a covering letter.

If you are not shortlisted, your file will be destroyed by us, according to the rules on data protection.

If you face difficulties in applying online, please contact our HR department: rh@tdh.ch

Terre des hommes provides equal working conditions for men and women. Furthermore, for candidates with equivalent qualifications and for positions with responsibilities, applications from women are strongly encouraged.

The recruitment and selection procedures of Terre des hommes reflect our commitment for child security and protection.