



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

**VACANCY ANNOUNCEMENT
TEMPORARY APPOINTMENT OF PROJECT PERSONNEL
INTERNAL/EXTERNAL**

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No:	VA2017_ISA_EXT_000021
Duty Station:	Rwanda
Date of Issuance:	10 March 2017
Post Title and Level:	Senior Adviser - Knowledge Management, ISA-Senior Specialist
Type of Appointment:	Individual Service Agreement
Employment Fraction:	NonStaff-When Act. Employeeed
Closing Date:	22 March 2017

Organizational Context

UNIDO is a specialized agency of the United Nations that promotes inclusive and sustainable industrial development (ISID) as the key driver for the successful integration of the economic, social and environmental dimensions required to fully realize sustainable development for the benefit of future generations. Private sector development through an improvement of the business environment and the strengthening of public and private sector support institutions is among the core services of the Department of Trade, Investment and Innovation (PTC/TII).

The position is under the Investment Promotion Division (PTC/TII/INV). The Department supports countries in their efforts to develop through trade, investment and innovation the potential of the manufacturing sector to drive socio-economic progress. Developing countries often face constraints arising from the lack of competitive productive supply capacity of tradable goods, which meet the quality, health, safety, environmental, sustainability and consumer protection requirements of targeted markets. They also frequently lack the capacity to implement the multi-lateral trading system provisions for imported and exported products. The absence of a capacity to establish compliance with market requirements and the lack of internationally-accepted local proof of compliance restricts the ability of developing countries to exploit trade opportunities and fully participate in the global rule-based trading system.

The Department is responsible for assisting countries to strengthen competitiveness in global markets through capacity-building in quality, environmental sustainability, and social accountability requirements in accordance with international management system standards and private sector requirements. It supports the establishment of linkages between producers/processors in developing countries and local, regional and global value chains (retailer, manufacturers) by developing capacities in the area of product quality.

The Department provides technical cooperation and capacity-building services to enhance the contribution of the private sector to ISID. It enables investment, supports science, technology and innovation and facilitates access to appropriate sustainable technologies for developing countries. The Department promotes the upgrading of industrial enterprises and supports their integration into national and global value chains through business linkages fostering sustainable sourcing.

PROJECT CONTEXT

The Government of Rwanda has set itself challenging targets for the growth of the industrial sector: it is expected to play a critical role in export generation, import substitution and job creation. The diversification of the Rwandan economy is essential for meeting the goals in Vision 2020. The Rwandan industrial sector is currently small, contributing on average around 15 per cent of GDP. For Rwanda to reach the Vision 2020 target, it requires the share of industry to increase to 26% of GDP. This will oblige the industrial sector to outstrip services and agriculture by recording at least 12% growth annually. Achieving this transformation requires a dynamic and coherent industrial policy for Rwanda.

An industrial transformation is also required in order to achieve the employment targets of Vision 2020 - non-farm employment is expected to reach 1.4 million against industry's current employment of just 4 per cent of the workforce or 170,000 people. The Government has taken significant steps to improve the enabling environment for the growth of the sector to support such growth. One aspect of this is converting the former Institute for Scientific and Technological Research (ISTR) into the National Industrial Research and Development Agency (NIRDA). This reflects a global trend for Governments to reduce funding on

pure research and switch to applied research aimed at increasing the competitiveness of a nation's enterprises. For NIRDA, this has involved – relatively recently – a change in the organisation's mandate and leadership with the goal of converting a research institution into a service institution with a simplified research-business interface to help enterprises address technological and technical barriers to their growth and competitiveness.

In July 2015 UNIDO undertook a review of NIRDA and determined that NIRDA needed support to: (i) develop a strategy and action plan to provide technological support to selected value chains to increase their competitiveness (which should lead to export growth or the substitution of imports); (ii) The development of an organisational structure appropriate to its new mandate and role; (iii) development of a wide range of standardised systems and procedures (including an internal monitoring system); (iv) capacity building of staff based on a thorough training needs analysis; and (v) capital investments in facilities and investments to improve the efficiency and efficacy of NIRDA and to pilot opportunities in new value chains.

UNIDO will implement the project with US\$2.3 million financial support from KOICA.

IMPLEMENTATION PARTNERS

UNIDO will have two main partners in the implementation of the project:

- The Ministry of Trade and Industry (as the Ministry responsible for NIRDA and UNIDO's overall counterpart for its actions in Rwanda) will act as National Coordinating Partner with responsibility for ensuring effective interactions with other agencies and ministries and that the project remains aligned to national priorities thus ensuring national ownership.
- NIRDA will act as National Implementing Partner with responsibility for ensuring that the project is implemented in accordance with the approved project document with respect to Rwandan inputs and actions. NIRDA has appointed a National Project Director (NPD) to manage all aspects of NIRDA's involvement in the project. UNIDO will implement the project in a collaborative exercise between NIRDA staff and UNIDO experts to ensure knowledge transfer and "learning by doing". The process will be overseen jointly by the UNIDO Project Manager and the NIRDA NPD with a view to empowering and enabling NIRDA Staff to learn as much as possible from the project, from selecting project items to methodology, tools, and how to use them. The planned pilot project will act as a test bed to allow continuing NIRDA Staff capacity development through 'learning by doing'.

The UNIDO Project Manager will be supported by a National Project Coordinator based in Rwanda.

Approximate duration: 15 days comprising one mission to Kigali (5 days) and ten days home-based.

Duty Station: Kigali and other locations in Rwanda as needed.

Main Functions

The Senior Adviser, Knowledge Management will report to the UNIDO Project Manager and the National Project Director (NPD), NIRDA, to undertake the following tasks:

The main function of the knowledge sharing position would be to help champion organization-wide knowledge sharing, so that the organization's know-how, information and experience is shared inside and (as appropriate) outside the organization with clients, partners, and stakeholders.

Key responsibilities include:

1. Review the existing information collection/sharing and knowledge management systems within NIRDA and meet with key stakeholders to discuss both institutional and organizational information challenges to effective knowledge management within NIRDA and present the possibilities for change to NIRDA's senior management team.
2. Determine the need for new systems to:
 - Develop and promote knowledge sharing culture and practice through NIRDA's operational business processes and systems by, among others, strengthening links (or establishing these where they do not exist) between knowledge sharing and the information systems, and improving integration among information systems in the organization, to facilitate seamless exchange of information across systems (identified best practice, results of M&E and impact analysis);
 - Promote collaboration with a view to facilitate sharing of ideas and work among internal teams and external partners. This must include capturing and documenting NIRDA's staff knowledge and ensuring that it is disseminated and utilized by staff who need it.
 - Provide support for the establishment and nurturing of communities of practice in NIRDA's core areas of activity
 - Share experiences across communities of practice (internal and external members), NIRDA's business units, and NIRDA-supported networks on innovative approaches in knowledge sharing;
3. Produce a detailed, costed, actionable and realistic Knowledge Management Work Plan for NIRDA to implement the recommendations made including defining the internal human resource requirement needed to build and maintain KM and best practice across the organization.
4. Prepare (i) terms of reference for a training plan comprising necessary courses to develop the capacity of NIRDA staff to utilise the new systems and (ii) terms of reference for the development of a procedures manual for Knowledge Management
5. Any other related ad hoc tasks that can be reasonably expected by the Project Manager.

The Senior Adviser, Knowledge Management will liaise closely with the National Project Coordinator, the Senior Adviser Strategy and Value Chain Development, the Senior Adviser, Organisational Development, the Senior Adviser, Systems Development and the Senior Adviser: Coordination & Quality Control.

All tasks must be undertaken in conjunction with NIRDA's Director of Planning, Monitoring and ICT in a manner that strengthens his capacity and that of his staff.

QUALITY ASSURANCE

All deliverables must be submitted to the Senior Adviser: Coordination & Quality Control for quality control and assurance prior to submission to other parties.

Core Competencies:

Core values: integrity, professionalism, respect for diversity
Core competencies: results orientation and accountability, planning and organizing; communication and trust, team orientation, client orientation, organizational development and innovation
Managerial competencies: strategy and direction, managing people and performance, judgment and decision making, conflict resolution.

Minimum Requirements

Education:

University - Master's degree or equivalent, Humanities - knowledge management or organizational learning development, business admin

UNIDO Languages:

English (Fluent).

Field of Expertise:

- more than 15 years' work experience in organizing and delivering knowledge sharing programmes for major institutions using appropriate information infrastructure; operational understanding of a range of popular knowledge management systems
- Experience in knowledge management within a R&D institution would be extremely beneficial
- Sound knowledge of the operational procedures of UNIDO or other UN agencies would be a great advantage
- Good communicator: Ability to get consensus and collaboration across many different organisations and structures; ability to explain complex concepts in layman's language; ability to generate enthusiasm; ability to communicate with all levels of management and staff. establishing straightforward, productive relationships;
- Strong client orientation: Understands clients' needs and concerns; responds promptly and effectively to client needs
- Ability to work under pressure and handle politically and culturally sensitive issues;
- Excellent communicator with strong team building skills, proven experience in managing people and performance, decision-making and conflict resolution.
- Expertise and/or knowledge of information technology solutions to knowledge management would be desirable
- Must be familiar with, and experienced in, different types of Knowledge Management systems.
- Demonstrated capacity to translate complex data from multiple sources into a user friendly format to inform decision making.
- Excellent writing, presentation and communication skills..

This appointment is limited to the specified project(s) only and does not carry any expectation of renewal.

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside.
Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.

Visit the UNIDO web site for details on how to apply: www.unido.org

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: recruitment@unido.org