

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	UNOPS/AFO/SNOC/037/2011
Post Title	Programme Knowledge Management facilitator
Post Level	LICA 7 (Local position)
Position status	Non-rotational
Project Title	Africa Adaptation Project (AAP)
Org Unit	AFO
Duty Station	Senegal, Dakar
Duration	1 year, full time
Closing Date	11/09/2011

Background

The Africa Adaptation Programme (AAP) is a UNDP regional programme assisting 20 countries across the African continent in incorporating climate change risks and opportunities into national development processes. The Programme helps countries establish an enabling policy environment and develop the capacity required at local and national level to enable countries to design, finance, implement, monitor and adjust long-term, integrated and cost-effective adaptation policies and plans that are robust within a wide range of possible changes in climate conditions.

Amongst its five outcomes, AAP aims to create, manage and share knowledge on adjusting national development processes to incorporate climate change risks and opportunities across all levels.

The Knowledge management component of APP aims to develop an effective knowledge management environment with procedures, capacities, content and mechanisms in place at national and regional level. Activities include the development, implementation and internalization of an operational knowledge management system addressing technology, process and underlying business practices. Knowledge sharing will be fostered through communities of Practice.

Knowledge management can be defined as a collection of activities, processes and policies which enable organisations to apply knowledge to improve effectiveness, innovation and quality. For UNDP it means drawing on local, regional and global expertise and promoting the exchange of more nuanced information which will enhance the delivery, relevance and effectiveness of our work and

advisory services. It will also allow for the development of a common understanding of adaptation issues, while it will help staff to do their jobs, build bonds with peers and keep up to date.

A strong emphasis will be placed on identifying and documenting lessons learned, best practices and improving knowledge management for scaling up to regional/global level and feed back into policies and programs at country level.

The KM program support will enable AAP staff to:

- easily access the knowledge generated in the region on issues of adaptation especially documented good practises
- provide and access user-generated updates and current information on activities, initiatives and progress of adaptation initiatives in Africa
- connect with experts and practitioners and collaborate on projects, research initiatives for the development of knowledge products
- utilize a sustainable, collaborative networking platform with adaptation practitioners and experts from UN and other agencies, for knowledge collection, distribution
- view up-to-date information about trainings and opportunities for professional development and growth

Duties and Responsibilities

Under the overall supervision of the AAP KM Expert and in close collaboration with the KM team leaders at the RSCs, the consultant will provide the following technical and analytical support for knowledge management in the AAP space:

- Within the overall framework of AAP he/she will plan and support the activities required for the operationalization and accessibility of the various tools and platforms and support the knowledge production for AAP at the sub-regional level.
- He/she will work closely with other regional knowledge management teams and coordinate the sharing of information at the country, regional and global levels.

The KM Officer will provide assistance to the AAP KM Expert with the overall strategic direction, planning and implementation of the programme's efforts in implementing a web 2.0 platform for knowledge sharing and management. This task includes assistance to:

1. Support the set-up and use of Teamworks spaces at the regional and country levels
2. Encourage knowledge generation, capture and dissemination by AAP country members
3. Customise, update and provide content (including regional analysis, regional consolidated lessons learnt, regional events, policies, and guidelines) to the AAP spaces on Teamworks
4. Provide updates on activities of other actors and partners in the countries
5. Encourage exchange of knowledge among and between countries and facilitate capturing and documenting lessons learnt and success/failure stories
6. Assist in conducting KM training activities
7. Assist in facilitating regional and country specific community of practice/stakeholders' meetings
8. Monitor use of Teamworks use and share updates on trends and usage
9. Ensure that knowledge captured, generated and shared is made available on other avenues and spaces beyond the AAP for the effectiveness of knowledge sharing within the Environment practice and cross practice work of UNDP

Required Selection Criteria

Competencies

- Excellent managerial, organizational, and communication skills
- Excellent written and oral skills in English and French are a must. Knowledge of other UN languages desirable
- Full proficiency with computer and professional office software packages (Microsoft Office)
- Experience in working with developing countries, UNDP Country offices
- Strong knowledge of web 2.0 collaboration platforms
- Strong knowledge of adaptation issues in the African context desirable

Education/Experience/Language

- Advanced degree in international affairs, social science, knowledge management or adaptation
- At least 5-6 years of relevant experience and demonstrated increasing responsibilities in a field related to adaptation, climate change and/or knowledge Management
- Experience working with international organizations or government is desirable

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website) via e-mail to afosnoc.vacancies@unops.org

Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

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