

## Knowledge Management & Learning (KML) Advisor

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Company: Fuzu

Location: Nigeria

Category: computer-and-mathematical

### Job Summary

Contract Type:

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### Qualifications and Experience

Essential:

Requires a professional level of specialized knowledge, technical / functional skills and attention to detail to manage complex tasks, programs or projects.

At least 7 years of overall relevant professional experience, including in knowledge management & Learning.

Experience in the use of digital technologies to drive Knowledge Management & Learning.

Experience in developing/managing knowledge management systems / programmes.

Advanced experience with creating knowledge repositories on SharePoint and OneNet.

Ability to effectively organize information and knowledge products on internal repositories and external websites.

Familiarity with the state of the art in communication technology, including the application of Workplace to accommodate business related needs.

Demonstrated proficiency in the development and management of data bases and/or document catalogues.

Experience establishing, supporting and/ or leading communities of practice, particularly via online platforms.

Experience working in at least one of the five SCI global thematic areas preferred (Child Protection, Child Poverty, Child Rights Governance, Education, Health & Nutrition).

Excellent listening, communication, and networking skills; proven experience and effectiveness working across functional teams and in a matrixed structure; and an ability to work with diverse populations.

A track record of national and international working experience with increasing responsibilities in the development space.

Experience in leading/managing knowledge product development and dissemination. Substantial understanding of knowledge management theory, practice, and tools.

Exposure and experience in multiple international development programmes preferred.

Exceptional oral and written communication and interpersonal skills.

Strong organizational skills and ability to effectively handle multiple tasks and meet strict deadlines.

Excellent interpersonal skills, flexibility, adaptability, and ability to work effectively as a member of a team.

Ability to travel extensively to all Save the Children Nigeria locations.

Desirable:

Post graduate qualification in a knowledge management and/or development related area - (Information, Communication, Economics, Public Policy, Development Management, International Relations, Business Administration, etc.).

## **Responsibilities**

Leadership and Management of the KM and Learning (KML) Function:

Lead on delivering on the 'Learning & Growth' goals contained in the SCI Nigeria Country Strategic Goals

Develop and execute the SCI Nigeria Knowledge Management and Learning strategy.

Lead in the development, roll-out and execution of the Country Learning Agenda and guide Project teams in the development of and implementation of Project Learning Agendas.

Lead on completing the Learning Country Assessment during each CSP (country strategic priorities) period and execute the action plans in collaboration with relevant teams.

Use digital technology to promote KML in the Country Office:

Organise and update the Nigeria Resource Centre and Intranet to maximise use.

Ensure that all knowledge networking technologies (SCI OneNet, SCI Nigeria Resource Center) and platforms are increasingly integrated, easy-to-access and use, and optimally designed and deployed to deliver demonstrable value.

Design, review, and lead digital initiatives to strengthen the enabling environment, incentives, culture, and resourcing in support of improved knowledge management and organisational learning.

Lead in the development of project briefs, learning briefs, factsheet and webinar flyers.

Ensure that all SCI Nigeria programmes properly archive knowledge resources in the SCI Nigeria Resource Centre, Global Resource Centre, and Global Thematic Library.

Lead in the development of a Country Office evidence update for sharing with internal and external stakeholders to raise the visibility and profile of the programme, both internationally and in-country

Lead initiatives to strengthen processes, practices, culture, and systems that drive organisational learning activities.

Support in the dissemination of research findings, learnings, best practices, new methods, and innovation through internal and external webinars, brown bags, workshops etc. with all staff and relevant community of practices

Support in the generation of evidence in proposals

Work with technical advisers and MEAL team to develop academic papers and abstracts from

research studies and publish in journals.

Ensure the quality, consistency and appropriateness of evidence-based knowledge products and communication materials that are developed, produced, and disseminated to beneficiaries, government officials, implementing partners, other partners, and the media.

Ensure all awards include KML milestones and activities in their MEAL Plans and Detailed Implementation Plans.

Safeguarding:

Ensure all KML Activities meet Save the Children child safeguarding policies.

General:

Comply with SCI policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

Any other reasonable duty as may be assigned that is consistent with the nature of the job.

## **Core Behaviours**

Accountability:

Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling SCI values.

Ambition:

Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.

Widely shares their personal vision for SCI, engages and motivates others.

Future orientated, thinks strategically.

Collaboration:

Builds and maintains effective relationships, with their team, colleagues, members, government, donors and other external partners and supporters.

Values diversity sees it as a source of competitive strength.

Approachable, good listener, easy to talk to

Creativity:

Develops and encourages new and innovative solutions.

Willing to take disciplined risks.

Integrity:

Honest, encourages openness and transparency.

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