

Department of Social Welfare and Development
KALAHI-CIDSS NCDDP

National Program Management Office

TERMS OF REFERENCE

Unit : **OFFICE OF THE NATIONAL PROGRAM MANAGER**

Job Title : **KNOWLEDGE MANAGEMENT SPECIALIST**

Status : **SPECIALIST**

Overall Scope of Work:

The Knowledge Management Specialist will be primarily responsible for engaging implementers and stakeholders to develop and adopt a plan to build the knowledge base of KALAHI-CIDSS and increase the organization's capacity to use and share the knowledge that it has and continues to generate in the course of implementing the program.

Specific Responsibilities and Tasks:

1. Facilitate sessions to agree on goals and strategies for knowledge management (KM) in KALAHI-CIDSS (KC).
2. Synthesize the results of the above into a framework that defines the KM goals, outcomes and strategies that the organization would like to pursue over the short and long term.
3. Develop guidance for teams (national and field offices) on how to plan and integrate knowledge management activities into the key components of the program.
4. Train, coach national and regional staff on the application of knowledge management systems to promote better generation, use and sharing of knowledge.
5. Package knowledge products and link these to existing systems for collection and retrieval.
6. Organize KM events to identify and analyze best practices.
7. Link KALAHI-CIDSS implementers/knowledge creators with other stakeholders and KM users to promote sharing of knowledge products.
8. Provide guidance and inputs to the social marketing officer to optimize the use of social marketing to expand the market for KALAHI-CIDSS' knowledge products.
9. Together with the social marketing officer, strengthen internal communication, dialogue and continually enhance a positive "learning culture" within KALAHI-CIDSS and between KC and other DSWD units.
10. Prepare briefing papers, updates and other presentation materials on KM for meetings with the NPMT, NSC and funding agencies.
11. Respond to requests for information from students, researchers and other individuals and institutions on KM-related matters.

12. Perform other tasks that may be assigned by the National Program Manager.

Description of Relationship:

The Knowledge Management Specialist will work closely with the Social Marketing Officer, and other technical specialists to accomplish his/her tasks. He/She will be supervised by and will be reporting directly to the National Program Manager.

Qualifications:

1. Masters' Degree in Development Communication/Knowledge Management
2. At least 3 years of experience in implementing knowledge development in development projects. Experience in working with foreign-assisted projects a plus.
3. Ability to work with a multi-disciplinary team and a broad stakeholder base.
4. Excellent oral and written communication skills
5. Excellent facilitation skills.
6. Proficient in the use of MS Office.
7. Strong networking skills.
8. Familiarity and actual experience in change management a plus.

Job Location:

DSWD- KALAHI CIDSS National Program Management Office with travel to project sites and regional offices.