

Job Description

Save the Children International

Job title:	Knowledge Management Adviser
Reporting to:	Global Deputy Education Cluster Coordinator
Based:	Geneva, with approx 30% overseas travel
Duration:	9 months (with the possibility of renewal)

Save the Children International

Save the Children works for children's rights worldwide. Twenty-seven member organisations make up Save the Children International, running programmes in over 120 countries, with a staff of more than 14,000 and with a current income of about US\$1 billion. Save the Children works for a world which respects and values each child, which listens to children and learns, and where all children have hope and opportunity.

The Education Cluster

The Inter-Agency Standing Committee (IASC) designated Education as a global cluster in late 2006. The Education Cluster is the only cluster at global level co-led by UN and NGO, namely UNICEF and Save the Children. Global Cluster Lead Agencies are accountable to the Emergency Relief Coordinator for ensuring system-wide preparedness and technical capacity to respond to humanitarian emergencies, and for securing greater predictability and more effective inter-agency response.

At a country level, the aim of the Education Cluster is to strengthen humanitarian response by demanding high standards of predictability, accountability and partnership. To date there are 42 countries who have established Education Clusters; 38 of which are currently active.

The Global Education Cluster is finalising a three-year Strategic Plan with the objective strengthening education capacities at country level to prepare for, respond to and recover from humanitarian crises, with a particular focus on putting country clusters and national authorities at the centre of the Education Cluster's work. Save the Children will play a central role in delivering this plan at global- and country-level.

The Education Cluster Unit (ECU)

The ECU is a core mechanism that the two lead agencies use to deliver on their commitments as global Cluster Lead Agencies. The Education Cluster Unit is comprised of a team of UNICEF and Save the Children staff in Geneva. The Knowledge Management Advisor is based at the ECU in Save the Children's Geneva office.

Knowledge Management

Shared information and knowledge are the foundations of coordination, planning and decision-making for the Education Cluster. The Education Cluster Working Group's Knowledge Management Task Team (KMITT) aims to establish mechanisms for gathering, managing and disseminating information and knowledge for an effective and coordinated response to education in emergency.

Job Purpose

To enhance the quality of Education Cluster services through improved information and knowledge management across all levels.

Main Tasks

- Oversee the knowledge and information management stream of work as detailed in the Education Cluster Strategic Plan 2011-2013.
- Provide technical guidance and support to build the capacity of the Education Cluster at global and country levels to lead and participate in joint needs assessments. This includes direct support for the implementation of joint education needs assessments at country level, as well as efforts to consolidate and disseminate resources.
- Strengthen data and information management (IM) within the Education Cluster at all levels. This involves maintenance of a global system for tracking data on country clusters; development of IM systems and tools for country-level clusters; and building human resource capacity for IM within the Education Cluster.
- Develop and sustain mechanisms to systematically share knowledge, information and good practice within the cluster, from sub-national to global level and across stakeholders at all levels. Tasks include facilitating basic information sharing and communication using both social media and other means; designing and guiding peer support mechanisms, particularly for field-based colleagues; and capturing and sharing lessons learned/good practice.
- Support the development and use of monitoring and evaluation frameworks for the Education Cluster at country and global levels.
- Maintain regular links with OCHA and other clusters, particularly through participation in the IASC Needs Assessment Task Force and Information Management Task Force on behalf of the wider Education Cluster.
- Support the work of the ECWG's KMTT and other Task Teams to develop strategies and build capacity on IM/KM-related issues.
- Contribute to other initiatives within the Education Cluster Strategic Plan and to the overall effective functioning of the ECU as needed.

Required Skills, Knowledge and Experience

- Advanced university degree (Master's degree or equivalent) in the social sciences (international development, international relations, education, or related technical field), business administration or management (information management or related technical field).
- Five years of progressively responsible professional work experience at the national and/or international levels in information management, humanitarian aid/ international development program management, monitoring and evaluation, or related field.
- In-depth knowledge of the humanitarian and development communities, including the IASC cluster approach, NGOs, the UN system, governments, and donors.
- Direct experience of humanitarian needs assessments, surveys, and monitoring and evaluation processes.
- Knowledge of the Inter-Agency Network for Education in Emergencies (INEE) Minimum Standards for Education: Preparedness, Response and Recovery.
- Strong IT skills, including website content management and MS Office applications.
- Demonstrated training/capacity building experience.
- Supervisory and project management skills.
- Excellent English-language written and oral communications skills.
- Exceptional organizational skills.
- Good communication and interpersonal skills. Must be able to work with many different functions from high level decision makers to technical specialists.

- Flexibility and willingness to travel to countries in crisis situations.

Strongly Preferred Skills and Experience

- Direct experience of education in emergencies.
- Experience of developing and using databases and content management systems.
- Proficiency in an additional language – French, Spanish or Arabic.

Terms and Conditions

- Full-time staff
- Standard working week is 40 hours.
- The contract will be up to end December 2011 with a possibility of renewal, subject to availability of funding
- Average NGO salary level

Applying for the post

- Please submit your CV and a covering letter in English, including the name and contact details of two referees, to chantal@savethechildren.ch
- The closing date for receipt of applications is **21 February 2011 (5pm Geneva time)**
- Only short-listed candidates will be contacted