

Knowledge Management Coordinator

Partner	Development Partners Secretariat, Sri Lanka
Job categories	Partnerships
Vacancy code	VA/2024/B5505/28818
Department/office	AR, SAMCO, Sri Lanka
Duty station	Colombo, Sri Lanka
Contract type	Local ICA Specialist
Contract level	LICA Specialist-8
Duration	1 year renewable
Application period	04-Sep-2024 to 25-Sep-2024

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Please note that UNOPS will at no stage of the recruitment process request candidates to make payments of any kind.

Background Information - Job-specific

The key principles of the Development Partners coordination framework are as follows:

- National ownership and alignment towards GoSL development strategies.
- Constructive collective engagement with the GoSL, as recipient of ODA.
- Readiness towards sharing of information about aid strategies and programs.
- Collaborative work, division of labour and harmonization of processes and procedures.

The Development Partners Secretariat

A Development Partners (DPs) Secretariat was initially established in 2005 with the objectives of:

- i) Sharing information among DPs;
- ii) Enhancing coordination and harmonization among development partners;

- iii) Advancing aid effectiveness principles;
- iv) Enhancing collaboration among the DPs, the GoSL, civil society and other stakeholders; providing support to the government on coordination efforts to align with development strategies and initiatives.

These objectives have been pursued through various fora, including: DP Strategic Group, DP Forum, DP Committee, Bilateral Donor Group and DP Working Groups.

In this context, the DP Secretariat Knowledge Management Coordinator reports technically to the Head of the Development Secretariat and administratively to UNOPS.

SCOPE. OBJECTIVES AND ACTIVITIES OF THE SECRETARIAT

The Secretariat reports to and takes direction from Development Partners, namely Chairs of the DP Strategic Group, DP Forum, Bilateral Donor Group and Working Groups.

In response to the need for enhanced coordination amongst DPs and between DPs and GoSL, the DP Secretariat is expected to undertake the following activities under guidance from Development Partners:

OBJECTIVE 1: EFFECTIVE DP STRATEGIC GROUP, DP FORUM, BDG AND DP WORKING GROUPS.

Activity A: Production of workplans for the DP Strategic Group, DP Forum, BDG and DP Working Groups.

Activity B: Monitoring of progress in line with objectives and work-plans.

Activity C: Regular meetings of DP Strategic Group, DP Forum, BDG and DP WG convened.

OBJECTIVE 2: ENHANCED EXCHANGE OF INFORMATION AMONGST DPs.

Activity A: Act as a central focal point for information exchange amongst DPs.

Activity B: Mobilize the collaboration of NPD/ERD and DPs to agreed info-sharing modalities.

Activity C: Facilitate strategic linkages between the various DP fora and working groups.

OBJECTIVE 3: ENHANCED DP COORDINATION IN KEY STRATEGIC AREAS.

Activity A: Identify and analyse issues that are of high strategic priority to GOSL and DPs.

Activity B: Disseminating information on GoSL's policies, strategies and statements.

Activity C: Facilitate coordination around the implementation and follow-up of policies, ensuring alignment with DP initiatives and GoSL priorities.

OBJECTIVE 4: IMPROVED COMMUNICATION WITH GOSL ABOUT DP WORK.

Establish a regular engagement mechanism with the Ministry of Finance/NPD/ERD/DPMM to support the implementation and follow-up of policies.

OBJECTIVE 5: STRENGTHENED DP ENGAGEMENT WITH CSOs.

In consultation with DPs, identifying areas that would benefit from closer communication with or engagement of Civil Society and facilitate the same.

OBJECTIVE 6: DATA COLLECTION AND MANAGEMENT/UNDERTAKING OR COMMISSIONING ANALYSIS.

Activity A: Leveraging knowledge amongst DPs and relevant DP Working Groups, organizing studies, desk reviews, and assessments on specific topics of interest to the DP community.

Activity B: Collecting existing data sets, reports, assessments and other available information on development and ODA matters.

Activity C: Commissioning or undertaking primary data collection, analysis, and desktop studies to fill data and evidence gaps, as requested by DPs.

Functional Responsibilities

1. Analysis:

- Organize meetings, coordinate the conduct of the analyses of various topics and policy issues pertaining to official development aid (ODA) under the guidance and close supervision of the Lead Consultant. In conducting or commissioning this work, the Knowledge Management Coordinator will leverage existing knowledge within the DPs.
- Support to increase awareness of DPs mandate and goals through production and dissemination of information, within the DP community, within UN as needed.
- Prepare drafts for analysis, awareness-raising including briefing materials and information notes.
- Maintains the DP information database.
- Research and retrieval of basic statistical data from internal and external sources; desk reviews and provide DPs with updated data analysis and knowledge sharing.

2. Data collection and Communication:

The Knowledge Management Coordinator will facilitate ongoing exchange of information and communication among DPs and interact as requested with GoSL departments – primarily External Resources Department (ERD), National Planning Department (NPD) and Department of Project Management and Monitoring (DPMM) under close supervision. This will relate to the availability of an online information management system that is accessible to all DPs of projects and all the activities undertaken by DPs by thematic area. The Secretariat will mobilize the collaboration of DPs and consider efficient ways to meet GoSL and International Aid Transparency standards.

The Knowledge Management Coordinator will;

- Maintain the current DP web-based knowledge platform and under close guidance of the supervisor, research other available KM platforms with IT Service providers towards more interactive platforms. liaising closely with all concerned DPs.
- Contribute to the identification and promotion of different systems and applications for optimal content management, knowledge management and sharing, information provision.
- Ensure that information and data from the DPs are captured, documented, analyzed and reported in a results-based and timely manner.

3. Operational support:

- She/he will support the Lead Consultant in the organization of meetings and events, reporting to members on minutes of meetings, and information sharing on meetings, events and other operational matters.

- Reporting: Provide support to the Head of Office to prepare DP Secretariat's monthly activity reports and to prepare other simple progress reports as per donor requirements.

4. Maldives

The Knowledge Management Coordinator may occasionally be asked to support Colombo based DPs operating in the Maldives with information sharing and coordination support.

Expected Output/Deliverables

- Information-sharing notes produced.
- Support for desktop analysis.
- Mapping of DP working groups produced.
- Regular information-sharing processes in place.
- DP meetings organized, facilitated and minuted.
- DP database updated.
- Media subscriptions/ software packages procured
- Regular progress reports produced

Education/Experience/Language requirements

A. Education

- Master's degree preferably in Social Sciences, Law or Business Administration or Public Administration with a strong experience in Knowledge Management and Communication, or Bachelor's degree with 2 additional years of relevant experience.

B. Work Experience

- A minimum two (2) years of relevant experience at the national and/or international level in operations support or coordination roles .
- Experience in organization of meetings / professional events;
- Fully proficient IT skills, including but not limited to the Microsoft Office suite of products and data management software and techniques, web management and setting up IT based knowledge platforms;
- Familiarity with the work of development partners in Sri Lanka.

C. Language

- Excellent communication skills in English.
- Sinhala and/or Tamil language skills would also be an advantage.

Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others.



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Contract type, level and duration

Contract type: Individual Contractor Agreement
Contract level: Local ICA Specialist
Contract duration: 1 year renewable

The position is only open to Sri Lankan nationals.

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>).

Additional Information

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- UNOPS embraces diversity and is committed to equal employment opportunity. Our workforce consists of many diverse nationalities, cultures, languages, races, gender identities, sexual orientations, and abilities. UNOPS seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.
- Qualified women and candidates from groups which are underrepresented in the UNOPS workforce are encouraged to apply. These include in particular candidates from racialized and/or indigenous groups, members of minority gender identities and sexual orientations, and people with disabilities.
- We would like to ensure all candidates perform at their best during the assessment process. If you are shortlisted and require additional assistance to complete any assessment, including reasonable accommodation, please inform our human resources team when you receive an invitation.

Terms and Conditions

- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For retainer contracts, you must complete a few mandatory courses (they take around 4 hours to complete) in your own time, before providing services to UNOPS. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information on a retainer contract [here](https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjK7p-TuINKbvW0lyMNTGJI9yn5Jt5zNhwAOSKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjK7p-TuINKbvW0lyMNTGJI9yn5Jt5zNhwAOSKEG9D/pub>).

- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter and UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential personnel. Recruitment in UNOPS is contingent on the results of such checks.

APPLICATION TIPS

How to send a good application:

- [English \(https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf\)](https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf)
- [French \(https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf\)](https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf)
- [Spanish \(https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf\)](https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf)

TOGETHER, WE BUILD THE FUTURE

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing its partners’ peacebuilding, humanitarian and development projects around the world.

Our mission is to help people build better lives and countries achieve peace and sustainable development.

We are proud of our people. The UNOPS family brings together approximately 160 nationalities, represented by over 5,000 UNOPS personnel as well as some 7,800 personnel recruited on behalf on our partners. Spread across 80 countries, our workforce is rich in diversity and culture – with inclusion at its core.

We understand the importance of balancing professional and personal demands and offer several flexible working options.

Explore what we offer [here \(././Pages/About/WhatWeOffer.aspx\)](https://www.unops.org/HR-Documents/About/WhatWeOffer.aspx).