

UNICEF INDONESIA

Posting date: 26 June 2019

Are you ready to use your talents to make the world a better place for Children? If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you. We seek a dynamic candidate for the following position:

VACANCY REFERENCE: 19-033 ([To apply please click on the Job Number: 523425](#))

Title:	Knowledge Management Officer
Level:	NO-B (National Professional Category)
Type of Contract:	Temporary Appointment, Post #110738
Duty Station:	Makassar, Indonesia
Duration:	364 days

SUMMARY OF THE POST:

Under the supervision of the Chief Field Office (Makassar), the post will work in close coordination with other FO staff, the Cluster Chiefs in Jakarta, the PME Unit, and the Communications team. The post will also have a dotted reporting line to the Knowledge Management unit in Jakarta. The post will provide technical and operational support for developing a systematic, planned and evidence-based strategy and process for communication as an integral part of programme development, planning and implementation. In alignment with the UNICEF Indonesia Knowledge Management Strategy, she/he is accountable for developing, managing, coordinating, implementing and monitoring a field office knowledge management strategy and associated products and activities on an on-going basis, with the objective of ensuring that emerging thinking and best practices are captured, documented and shared across the organization. This includes inputting into the design of new programmes, knowledge sharing and contributing to policy papers on related issues to promote awareness, understanding, support and respect for children's and women's rights, and support for UNICEF's mission, priorities and programmes.

The key responsibilities include:

1. Knowledge management strategy

Ensure that the Makassar Field Office has a clear knowledge management strategy and associated work plan, including a communication for development (C4D) element where relevant. The aim of the strategy is to support the country programme objectives and get children's issues into the public domain, strengthen political will in support of UNICEF's mission and objectives, promote knowledge sharing and enhance the organization's credibility and brand. The developed knowledge management strategy should provide clear guidance to ensure that all data and related programme information (UNICEF programme-related results) is provided by the team in timely manner and is of high quality. The strategy will give clear direction to improve the effectiveness of the produced knowledge products in strengthening the advocacy of UNICEF at the sub-national level for the achievement of SDGs and relevant Government targets. In this context, he/she will support the provincial level coordination forum led by the field office and the Provincial Bappedas in five provinces.

2. Monitoring and evaluation

He/She will compile and analyze programme reports to develop knowledge products presenting information on the progress and key results/best practices of UNICEF programmes that will be used for monitoring, evaluation and reporting purposes. He/She will support the monitoring and evaluation events taking place at the field office and in this context will work closely with the PME Unit at in Jakarta. This process will include field visits for data collection and fact checking.

3. Knowledge production

The post will lead the production of up-to-date, high-quality UNICEF knowledge content for public use. The knowledge products will be presented in various platforms, including on the UNICEF website and relevant social media platforms and human-interest stories for key project areas. The strategic purpose of the products are: 1) to document UNICEF programme-related results; 2) to enable internal knowledge sharing – including cross cluster learning; and 3) to strengthen the advocacy of UNICEF at the sub-national level to enable replication and scale-up of UNICEF best practices for the achievement of SDGs and relevant Government targets.

4. Media and external relations

The post will be responsible for preparing effective feedback mechanisms with partners, especially the government and CSO implementing partners, and providing effective assistance with the interpretation and effective utilization of data to improve service delivery and to promote knowledge sharing to inspire programme scale-up and replication. He/she will also ensure that the Makassar Field Office has well maintained and continually developed media contacts and outputs – print, TV, radio, web etc. – and a successful process of communicating and maintaining regular contact and close collaboration with the media to communicate the story of UNICEF's cooperation to a wider audience.

5. Networking and partnerships

Ensure that the CSD cluster has a well maintained and continually developed contact list of individuals, groups, organizations and fora (including Government, UN, NGOs, CSOs, bilateral counterparts, private sector), whose support is essential to and can assist in achieving the advocacy and communication objectives of the knowledge management strategy.

6. Global priorities and campaigns

In addition to local/national campaigns, ensure that the Makassar Field Office has an effective process in place for integrating and taking action on UNICEF's global communications priorities and campaigns, both disseminating these elements in a locally-appropriate way, as well as providing/enabling coverage of the work in the country for global use.

To qualify as a champion for every child you will have...

- Advanced university degree*) in Public Health, Development Studies, Communication, Journalism, Public Relations or related field.
- At least 3 (three) years progressively responsible and relevant professional work experience in development programmes, specifically in the fields of knowledge management, monitoring and evaluation, communication, and media.
- Relevant field work experience in Indonesia.
- Relevant experience in a UN system agency or organization an asset.
- Background/familiarity with emergency and gender mainstreaming an asset.
- Familiarity with government planning, budgeting and administrative regulations would be an asset.
- Fluency in *Bahasa Indonesia* and English, both written and verbal is required.

(* First level relevant university degree in combination with 6 years of experience may be accepted in lieu of the advanced university degree.

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

View our competency framework at:

http://www.unicef.org/about/employ/files/UNICEF_Compencies.pdf

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. ***This vacancy is open for Indonesian only.***

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

Closing date: 10 July 2019

Disclaimer: The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your profile to ensure accuracy and completeness. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.