

Terms of Reference

<p>Title: Associate Knowledge Management Officer</p> <p>Post Level: P-2</p> <p>Reports To: Knowledge Management Advisor</p>	<p>Organisational Unit: Knowledge Management, Office of the Director of Administration (ODA)</p>
<p>1. Organisational setting:</p> <p>The Knowledge Management Section within the Office of the Director of Administration (DOA) oversees knowledge identification, retention and transfer of the whole Organisation. It is tasked with functions such as promotion of knowledge sharing culture in OPCW; identification of core knowledge pertinent to implementation of the CWC; sustainable and re-usable preservation thereof; and facilitation of the work of Knowledge Management focal points across all Divisions and Offices of the OPCW. The KM Section also includes the OPCW Library, and the Archives units.</p> <p>As a knowledge-based organization, the OPCW relies on the expertise and knowledge of its staff to fulfil its mission and effectively and efficiently implement the Chemical Weapons Convention (CWC). In order to manage the unique combination of knowledge in all areas relevant to CWC, special processes and activities have to be set in place, enabling the Organisation to leverage the expertise of its staff to the full extent, as well as retain the institutional memory. The Knowledge Management at the OPCW is a dynamic and challenging task, requiring understanding of operations of all organizational units, relevant processes especially in core knowledge in and around Chemical Weapons (CW), as well as expertise development contributing to overall workforce planning. The Knowledge Management Section coordinating the work of KM officers and KM focal points across the Organisation, seeks a Junior Professional Officer (JPO) to support its function.</p>	
<p>2. Main purpose of the post:</p> <p>The Associate Knowledge Management Officer post will strengthen the Knowledge Management activities of the Technical Secretariat, contributing to the implementation of the KM Strategy, and internal communications and information management, and facilitation of knowledge retention and transfer processes.</p>	
<p>3. Duties and responsibilities:</p> <p>1) Promote cultural change in support of knowledge management. This includes: 1) supports the Knowledge Management (KM) Office in developing a culture that encourages “ask-learn-share” behaviours and promoting utilisation of knowledge management processes and tools across the organisation. 2) Actively participates in KM-induced internal communication and change management initiatives. 3) Supports the Knowledge Management Advisor (KMA) in representation of the KM function to stakeholders across the organisation.</p> <p>2) Implementation of knowledge management strategy. Guided by the KMA, continuously reviews practice and policy documents associated with KM and implements changes to the relevant framework to cover processes, tools and governance.</p> <p>3) Support the management of KM function. This includes: 1) Facilitates the meetings of organisational KM focal points (Knowledge Management Champions), 2) assists the KMA in planning of the tasks of the KM team, oversee the needs for training and follow-up on objectives.</p>	
<p>4. Minimum Qualifications Required:</p> <p>Education:</p> <ul style="list-style-type: none"> • An advanced university degree in a related field. A first level university degree in a related field in 	

combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in the field of information management, communications or knowledge management.
- Experience with drafting papers, analysis of information and facilitation of meetings.
- Proven analytical skills with regard to analysing development and trends and the ability to conceive and apply original ideas.
- Experience working in multilateral or international organisations is desirable.
- Experience in Knowledge Management, especially in international organisations is desirable.
- Information management in scientific or technical fields is desirable.
- Experience in facilitation of working groups/Communities of Practice (CoP's) is desirable.
- Solid experience with Microsoft SharePoint is desirable.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- Planning & Organizing: Ability to plan and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.

Language requirements:

- Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, Spanish) is desirable.

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities/ opportunities in the receiving office: Internal and external training opportunities, eLearning and knowledge sharing.

6. Work relationships/partnership:

The Associate Knowledge Management Officer will report to the Knowledge Management Advisor and will actively work across the TS with all Divisions and Offices.