



As of 20 April 2017

JOB DESCRIPTION AND QUALIFICATIONS

Job Title : **Knowledge Management Officer**
Reporting to : **Deputy Executive Director**
Supervising : N/A
Duration : Until the end of the project (31 December 2017), with possible continuation

Broad Statement of Function

- A. Responsible for developing, supporting and facilitating knowledge and information management related to implementation of the project as well as the AHA Centre, including documentation of all key activities and learning points and producing knowledge products accordingly in order to facilitate replication of good practices and learning;
- B. Identify, develop and implement modules for capacity development activities, including training courses, seminars and workshops through a comprehensive consultation process with appropriate stakeholders to ensure that the modules identified/ adapted and/or developed are based on current policies and needs of the AHA Centre;
- C. Carry out any other assignments as tasked by his/her supervisor.

Duties and Responsibilities

- A. **Responsible for developing, supporting and facilitating knowledge and information management related to implementation of the AHA Centre Work Plan, including documentation of all key activities and learning points and producing knowledge products accordingly in order to facilitate replication of good practices and learning.**
 1. Develop and implement the Knowledge Management plan of the AHA Centre, including in the area of the establishment of a disaster emergency logistic system for ASEAN;
 2. Ensure effective process of collecting and disseminating lessons learnt from emergency operations, simulation exercises, workshops, seminars or trainings organised or attended by the AHA Centre as well as other relevant sources;
 3. Conduct research, document and generate knowledge materials to be published in both web-based and printed forms;
 4. Analyse collected lessons learnt and provide recommendations for best practices in improving emergency logistic system in ASEAN region as well as the overall operation of the AHA Centre;
 5. Work closely with Communication Officer in enriching and updating web page of the AHA Centre;
 6. Play a key role in knowledge integration and dissemination, as well as introducing new tools and technology that can enhance the function of the AHA Centre;
 7. Establish effective networking with relevant networks, organisations and other partners in developing knowledge products related to the disaster management.



B. Identify, develop and implement curriculum and modules for capacity development activities, including training courses, simulation exercises, seminars and workshops through a comprehensive consultation process with appropriate stakeholders to ensure that the modules identified/adapted and/or developed are based on current policies and needs of the AHA Centre.

1. Identify the training needs, develop training modules/curriculum and support the organisation of the ACE Programme (in coordination with the Officer for the ACE Programme) as well as other AHA Centre's capacity building activities;
2. Conduct evaluation on the conduct of the ACE Programme and other AHA Centre's capacity building activities, and use the evaluation result as basis to improve the existing programmes, SOPs, modules, handbooks, guidelines, and manuals;
3. Support the planning and organisation of the ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX) and other simulation exercises, particularly in evaluation process;
4. Develop and maintain a database that consists of, among others, trainers, speakers, resource persons, and training providers;
5. Establish effective networking with relevant networks, organisations and other partners in planning and organising knowledge events related to disaster management.

C. Others

1. Support the AHA Centre's long-term and annual planning process and the tracking of the implementation of the AHA Centre Work Plan;
2. Responsible for the implementation of the AHA Centre Work Plan 2020 for component on Capacity Building and Knowledge Management, as well as supporting the implementation of the AADMER Work Programme;
3. Conduct monitoring and evaluation of the overall implementation of Knowledge Management plan and prepare periodic reports that consist of reviews, analyses, evaluations and recommendations to improve the overall implementation of Knowledge Management plan;
4. Carry out any other assignments as tasked by the Deputy Executive Director.

Job Qualification

Education

- Preferably Master's degree in Social Science, Development, Disaster Management, Management, Public Administration or other related disciplines.

Requirements

- At least five (5) years of work experience with proven track record and exposure to knowledge management and capacity development;
- Exposure working in a disaster management and emergency response operations organisation in a government and/or international organisation;
- Experience in managing a broad range of activities with various international organisations, partner institutions and stakeholders;



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- Knowledge of ASEAN and its regional framework in disaster management will be an advantage;
- Ability to connect the concepts to the practices and applications on disaster management issues;
- Good skills in capturing, analysing, managing, retrieving and disseminating information effectively using appropriate information systems;
- Good skills of developing a training curriculum through consultations with various stakeholders;
- Good skills in developing a variety of written materials for audiences with different levels of understanding to the materials or subject matters presented;
- Good knowledge and understanding of information and communications technology;
- Excellent computer skills, including developing graphics for presentation materials; and
- Good command of the English language, both spoken and written.

Other Competency Profile

- **Planning and organising:** Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing;
- **Teamwork:** Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict;
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Ability to work in a multi-cultural setting and under pressure:** Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure;
- **Effective problem solving skills:** Ability to use sound judgment and initiative, develop options and achieve outcomes;
- **Organisational awareness:** Ability to align thinking and actions to organisational values;
- **Flexibility and adaptability:** Ability to respond positively to change and new organisational practices, structures, procedures and technology; and
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious;
