National Drought Management Authority

TERMS OF REFERENCE FOR EDE KNOWLEDGE MANAGEMENT OFFICER

BACKGROUND
The National Drought Management Authority is a State Corporation established under the NDMA Act, 2016. The Act mandates the Authority to exercise overall coordination over all matters relating to drought risk management and to establish mechanisms, either on its own or with stakeholders, that will end drought emergencies in Kenya.

The Ending Drought Emergencies (EDE) is a strategy of the Kenya Government which recognises that droughts cause emergencies because the foundations needed to support sustainable livelihoods in drought-prone areas - principally security, infrastructure and human capital (education, health and nutrition) - are often weak.

The EDE strategy seeks to accelerate investment in these development foundations, as well as strengthen the institutions responsible for managing drought risks. To achieve this, six broad areas called Pillars have been identified to meet the EDE objectives.
They are;
1. Peace and Security
2. Climate-proofed Infrastructure
3. Human Capital
4. Sustainable Livelihoods
5. Drought Risk Management
6. Institutional Development and Knowledge Management

The EDE, therefore, focuses on measures that make people less vulnerable to the effects of drought and that improve the quality of response when drought strikes. The strategy is part of the Second Kenya Vision 2030 Medium Term Plan (MTP), 2013-2017, and is in the process of being incorporated in the third MTP as well. It is implemented through a Common Programme Framework that seeks to ensure stronger alignment and coordination of investment between the National Government, County Governments and Development Partners.

Implementation of the EDE is overseen by an inter-governmental committee chaired by the Ministry of Devolution and Planning and is coordinated by the National Drought Management Authority, which is the focal point in Government for drought management.

Pillar 6 of the EDE – Institutional Development and Knowledge Management – focuses on promoting robust ASAL institutions to support EDE investments, and on ensuring that policy and programme decisions are based on critical evidence generated by solid knowledge management systems.

Towards achievement of the objectives of this Pillar, the NDMA, through European Union funding under the EDE - Drought Risk Management & Coordination - Support to Pillar 6 (EDE-DRMC SP6 project), seeks to recruit a Knowledge Management Officer.

PRIMARY FUNCTIONS

Reporting to the EDE Secretariat Team Leader, the Knowledge Management Officer will work as part of the EDE Secretariat team to support:

i. Design, development and adoption of learning and knowledge management practices.
ii. Development of information products and systems.
iii. Strengthening of institutional/stakeholder learning and sharing to improve practice.
iv. Manage information to ensure sound investment decision making and guide the formulation of policies and programmes.

Key Tasks

i. Support the review, development and implementation of the EDE overall Learning and Knowledge Management strategy in close collaboration with members of EDE Pillar 6 and NDMA officers;
   - Provide expert advice to the EDE Pillars on the development and implementation of the EDE Learning and Knowledge Management system and follow up on the implementation of actions in the work plan and tasks.
   - Liaise with EDE Pillars to prepare, document, promote and share learning and best practices through written documents, publications and video debriefings.
   - Facilitate harmonisation of investment trackers and ensure quarterly updating of NDMA investment tracker.
   - Promote adoption and use of learning and knowledge management systems and tools.
   - Identify and recommend ways to create, share and utilise knowledge within and between EDE Pillars to contribute to a culture of knowledge sharing to 'institutionalise' knowledge management and learning practices.
   - Facilitate joint reflection and learning by EDE stakeholders of progress in common programming.

ii. Ensure integrity, effectiveness, responsiveness and accessibility of learning and knowledge management products.
   - Manage the EDE information sharing / knowledge management platform.

- o Design, construct and maintain in-house databases of relevant material, including library catalogue and provide a referencing service.
- o Design and refine search and retrieval processes to harvest relevant research from a wide range of online (and hard-copy) sources.
- o Extract and manage data on relevant research from electronic databases and other published sources using search engines, query tools and other more traditional approaches.
- o Execute a knowledge tracking system and utilisation of acquired knowledge (tacit and explicit).

iii. Liaise with team members to critically review research reports, articles, presentations and proposals.
- o Analyse results of research findings, write summaries of research/evidence in appropriate style and language for the public, practitioners and policy makers.
- o Prepare/publish documents on knowledge attained.
- o In consultation with the NDMA communications Unit, ensure the NDMA website is a key conduit for knowledge management linking users to the wide range of information and documentation.
- o Facilitate and support processes of evidence based policy review and formulation relevant to the EDE strategy.

iv. Support implementation of EDE public relations and citizen engagement strategies for increased public and stakeholder awareness of, and identification with, the EDE agenda.
- o Serve as key linkage for information and data requests by responding to queries and by assisting stakeholders to access EDE knowledge management tools and resources.
- o Advise management of Intellectual Property Rights.
- o Attend and support EDE pillar meetings and follow up on upcoming resolutions.
v. Any other relevant duties as may be assigned.

QUALIFICATIONS AND SKILLS

Academic qualifications
- First degree in knowledge management, information science (including Geographic Information System), library science or other relevant field.
- Additional qualification in community development, Agricultural sciences, Range Management, Environmental Science, or any subject relevant to the EDE framework, is desirable.
- Professional certification in Knowledge Management will be an added advantage.

General professional experience

- At least five years of post-qualification experience in Information Science, Knowledge Management or Library science.
- At least three years knowledge management experience in a national, international or research-related organisation.
- General understanding of the principles of data analysis, particularly relational databases.
- General understanding of the principles of adult learning, and experience of designing and facilitating adult learning processes.
- Very good IT skills including use of both data analysis and statistical software.
- Strong written and verbal communication skills with excellent command of written and spoken English and Kiswahili;
- At least 5 years of experience handling issues relating to the Arid and Semi-Arid Lands (ASALs) of Kenya;
- Organised and able to present ideas in a concise and logical format including proven ability to summarise lengthy and complex information into short and simple language.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organisation.
- Ability to contribute effectively as part of a team and collaborate effectively in networks and Communities of Practice.
- Demonstrated ability to use internet based data collection, collation and management tools.

Specific professional experience
- Proven track record of designing, planning and implementing knowledge management-related initiatives or programmes that involve knowledge creation and sharing, ideally in both Government and Non-Governmental Organisations.
- Demonstrated experience writing for a variety of audiences including practitioners and policy makers. Experience and interest in documenting development-related work will be an added advantage.
- Demonstrated research and data verification skills with the ability to synthesise complex information in accessible formats.
- Extensive practical experience in applying information technology to the implementation of knowledge management and knowledge sharing strategies.
- In-depth knowledge of techniques and methods for mapping/measuring/analysing business processes.
- Knowledge of general principles and specific applications of the organisation of information (including concepts such as taxonomies, dictionaries and glossaries, meta-tagging and standards).
- Experience using online data repositories, retrieval systems and content management systems.