Job Description

Knowledge Management Manager

Background

RET (www.theRET.org) is a non-governmental organisation that is independent, impartial, non-partisan and with no religious or political affiliation. Based in Geneva, RET was founded in December 2000.

At RET we are committed to strengthening protection and resilience, particularly of youth and women that are made vulnerable by displacement, violence, armed conflict and disasters. RET intervenes not only in emergency situations, but also in situations of fragility, hereby reducing the gaps between humanitarian action and the transition towards development.

Reporting Line

The Knowledge Management Manager (KMM) reports directly to the Chief Technical Officer (CTO). The position is home-based, reporting to RET’s Washington office.

Occupation

The KMM is a full-time position.

Main Responsibilities

In order to strengthen RET’s institutional expertise, the KMM will closely and proactively work with the CTO to define and promote strategic institutional knowledge and “know-how” of the organisation within the evolving sectors in which the organisation works.

In order to achieve this goal, the KMM will:

- Elaborate a global Knowledge Management Strategy and Plan of Action (short-term; mid-term; and long-term), prioritising thematic areas and its specific dimensions in line with the humanitarian-peace-development trends, RET’s focus in terms of internal competencies development, and RET’s positioning goals within the public arena.
Once the Knowledge Management Strategy is approved, lead its implementation in close collaboration with the CTO, and when needed, liaising with regional KM focal points. Specifically, the KMM will:

- improve the relationship between institutional “praxis”, “reflection” and “learning”. To do so, the KMM will develop internal learning processes and tools to systematically capture and assess the added value of RET experiences (the praxis) and the reflection on its impact in order to improve RET interventions and responses.
- Shape, theorise, organise and make accessible to RET staff the institutional knowledge and know-how under defined thematic areas.
- work with the Information Specialist to further systematise and analyse RET overall quantitative data;
- Develop and write the content of internal materials to disseminate RET Institutional expertise and know-how.

Support the CTO in amplifying the organisational technical expertise and contributing to advance the causes underpinning the raison d’être of RET by representing the organisation in specific task teams or working groups and in chosen technical meetings, conferences, forums, etc.;

Contribute to the annual improvement of RET’s Programme Development and Knowledge Management Toolbox, as well as with to its dissemination at regional and country levels.

Requirements

The successful candidate has:

- At least 7 years of relevant professional experience in the same or in a similar field
- At least a master's degree in social sciences, social work, psychology, sociology, or a related field
- A very good understanding of the humanitarian and development sectors, including on the humanitarian-development-peace nexus
- A good understanding of academic research methodologies and their application
- A proven record of knowledge management experience
- Excellent organisational, analytical and learning skills, as well as information management skills
• Excellent writing and communication skills in English. French, Spanish, Arabic and/or German skills would be an asset.
• Very good IT skills: Microsoft Office (including Excel), knowledge of data analysis programmes or tools used in the humanitarian/development sector would be an asset
• Commitment to RET’s vision and mission

Application process

Interested candidates may send their application by e-mail no later than 15 April 2019 to recruit-che@theRET.org, with indicated in the subject line of the email “Knowledge Management Manager”. The following required documents should be attached:

1) Curriculum Vitae
2) Motivation letter

The position will start on 1 May 2019, or as soon as possible.

Please note that only those selected for an interview will be contacted.