**Title of Position**

**Job Title: Programme Associate – Knowledge Management**

**Level: G7**

**Position Number: 00105688**

**Location: Kigali, Rwanda
Full/Part time: Full time**

**Fixed term/Temporary: Temporary Appointment**

**Rotational/Non Rotational: Non-rotational**

**Duration: 364 Days**

**The Position:**

The Programme Associate - Knowledge Management position is located in the Rwanda Country Office (CO), based in Kigali and reports directly to the Assistant Representative - Population and Development, under the overall guidance of the Deputy Representative and Representative.

**How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

As member of the Evidence and Knowledge Innovation Unit, s/he is part of an integrated unit with a focus on knowledge management, data gathering and stimulation of innovative approaches across the CO programme. S/He provides high quality integrated knowledge management and programmatic support within a systems strengthening approach fundamental to UNFPA’s overall strategy.

**Main Responsibilities/Expected Results:**

* Provide quality support to knowledge development and use of evidence for policy and programme formulation, implementation, monitoring and evaluation;
* Contribute in the preparation of sound knowledge backed and evidence based briefings and presentations for CO Management Team and provide updates to Programme Officers on strategic regional level and country specific issues;
* Liaise with UNV District Programme Coordinators and support and undertake as relevant, field missions related to reviewing, collecting, documenting and disseminating programme results, lessons learnt and good practices;
* Ensure UNFPA CO compliance and data quality assurance for various reporting tools including but not limited to UNINFO, Development Assistance Database and Health Resources Tracking Tool reporting
* Contribute to thorough analysis and research of the local political, demographic and socioeconomic situation and the preparation of substantive inputs to presentations, reports, briefings, statements and to programme tools and work plans;
* Work across CO and with colleagues from the wider UN system in Rwanda to support the design, formulation and review of the UNFPA component of the UN Country Framework with a specific focus on defining and implementing a knowledge management strategy for the programme;
* Help monitor latest trends and developments in the knowledge and innovation area;
* Contribute to the definition of a methodology on how impact can be measured and how the value of new innovations can be demonstrated;

**Capacity development – Ensures an open exchange of state-of-the-art programmatic innovations in partnership with Programme colleagues:**

* Support the Assistant Representative, Population and Development in stimulating a Knowledge Management culture and in managing requests from Programme colleagues in the area of knowledge management (e.g. community of knowledge, production and dissemination of information and communication products/outputs tailored to target groups and/or users’ needs, web-based integrated management information systems especially GPS and ATLAS), and help anticipating users’ needs through the provision of innovative and forward-looking solutions;
* Assist in development of strong and innovative concepts for new products, tools and resources for a more vibrant and innovative approach towards communicating results and achievements, and assist CO in the implementation of innovative prototypes;
* Support the development and implementation of a capacity development strategy for the region with a focus on knowledge management;
* Support the identification of capacity building needs of the CO and follow-up through organization of capacity building activities with country office staff, national counterparts, and civil society partners;
* Participate in technical meetings, relevant (UN) working groups and task teams.

**Evidence and knowledge development and dissemination – Ensures an open exchange of best practices/lessons learned**

* Liaise with ESARO and HQ to learn about in-depth analysis and research findings, and exchange of good practices in order to build knowledge related to UNFPA strategic plan and regional programme and thematic areas including integrated sexual and reproductive health, adolescent and youth development, gender and GBV and population dynamics in support of sustainable and inclusive development;
* Advocate for and support the incorporation of evaluation results and lessons learned in the updating of strategies and approaches in order to improve the effectiveness of UNFPA operations with national government, in conjunction with the M&E Officer;
* Identify opportunities or lessons learned/best practices in country;
* Support scanning of the local environment and its implications on UNFPA in the country;
* Act as specific Focal Point for individual areas of programmatic expertise in the CO with responsibility for knowledge sharing and providing support to in developing programme interventions in the area of expertise;
* Maintain and foster partnerships with UN agencies and other partners in UNFPA focus areas for advancement of knowledge.

**Technical representation and collaboration:**

* Assist in the development of partnerships with other UN organizations in the knowledge and innovation area, especially in the context of One UN reform in Rwanda;
* Support national and regional innovative initiatives and activities in the area of access and use of quality data for development.

**Programme Management Support:**

* Ensure the sharing of evidence, lessons and tools within and between units, and between partners for increasing effectiveness towards improving performance of national initiatives and responses;
* Analyse existing practices for improvement or enhancement and brainstorm with the Assistant Representative, P&D to discover new solutions and approaches to old and emerging problems;
* Follow feedback and responses to the implementation of new ideas, track and analyse the success, and prepare response to questions or concerns from COs and IPs;
* Establish a strategy for creative thinking and results based management in staff and find ways to nurture innovative thinking across the CO focus areas;

Carry out any other duties as may be required by the CO.

**Qualifications and Experience**

**Education:**

Completed Secondary Level Education required. A degree in public health, medicine, sociology, demography, gender, economics, international relations, international development, public administration, marketing, management or other related field is desirable

**Knowledge and Experience:**

* 7 years of professional experience in supporting management and development relevant to population and development, sexual and reproductive health, or gender
* Knowledge and practical experience in knowledge management and strategic information management;
* Experience in programme and/or technical assistance with the UN System an advantage;
* Ability to catalyze and scope for innovative initiatives that enhance programme quality
* Ability to explain complex ideas and findings in a way that can be easily understood and to work creatively within a budget and use innovation to find ways of more effectively managing resources.

**Languages:**

Fluency in English; knowledge of other official UN languages, preferably French is desirable.

**Required Competencies**

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| **Values:*** Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change
 | **Developing People:*** Developing people/Coaching and Mentoring
* Performance Management
* Fostering Innovation and Empowerment
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| **Personal Leadership and Effectiveness:** * Analytical and Strategic Thinking,
* Result Orientation/Commitment to excellence,
* Appropriate and Transparent Decision Making,
* Knowledge Sharing/Continuous Learning
 | **Building and Managing Relations*** Working in Teams
* Communicating Information and Ideas
* Self-Management/Emotional Intelligence
* Conflict Management/Negotiating & Resolving Disagreements
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**Functional Competencies:**

#### Knowledge Management and Learning

Promotes knowledge management in UNFPA Country Office and a learning environment in the office through leadership and personal example; actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

**Results-based programme management**

Contributes to the achievement of results through primary research and analysis and effective monitoring of programme implementation; uses analytical skills to identify opportunities for successful approaches in programme management; ensures that lessons learned in monitoring and evaluation are fed into programming

**Innovation and marketing of new approaches**

Enhances existing monitoring and evaluation processes and products; documents and analyzes innovative strategies, best practices and new approaches; adapts quickly to change

##### Development and Operational Effectiveness

Conceptualize issues and analyzes data; implements new systems (business side), and proposes changes towards good M&E practices; prepares and communicates relevant information for evidence-based advocacy; maintains a functioning network of contacts in the media and civil society to support advocacy efforts

**Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer**

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