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| TITLE: Senior Learning and Knowledge Management Coordinator | |
| TEAM/PROGRAMME: MEAL | LOCATION: Kathmandu, Nepal |
| GRADE: 3+ | CONTRACT LENGTH: 1 year |
| <p>CHILD SAFEGUARDING: (select only one) Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p> | |
| <p>ROLE PURPOSE:</p> <p>Save the Children believes every child deserves a future. In Nepal, Bhutan and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and future we share. Save the Children expects that anyone associated with it abides by its Safeguarding and other Zero Tolerance Policies.</p> <p>Save the Children Nepal/Bhutan is seeking a highly motivated and experienced professional to join our team as a Senior Learning and Knowledge Management Coordinator. This role is pivotal in fostering a culture of continuous learning and knowledge sharing within the organization. The ideal candidate will lead efforts to capture, organize, and disseminate knowledge effectively, while also designing and implementing learning initiatives that contribute to staff development and program improvement. The post-holder will play a key role in helping Save the Children to develop a culture of learning, including working with departments outside of programs, to become a more agile and adaptive organisation.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p> | |
| <p>SCOPE OF ROLE:</p> <p>Reports to: REALM Manager Role Dimensions: Save the Children strives towards making the best use of our resources by generating information and knowledge for bringing positive and high impact on children’s lives in Nepal and Bhutan. The position holder will support the organisation to capture its learning to inform decision-making and improve knowledge management systems and practices. The position is required to collaborate with colleagues from across the Country Offices, in particular PDQ, POD, ACCM.</p> | |
| <p>KEY AREAS OF ACCOUNTABILITY :</p> <p>Learning Strategy and Culture</p> <ul style="list-style-type: none"> • With the REALM Manager, lead in updating of Save the Children’s Country Learning Frameworks, in line with the global Country Learning Initiative and rollout. This includes defining learning priorities, identifying learning needs in collaboration with Technical Advisors and Technical Managers, and establishing a framework for continuous learning and improvement. • Lead in designing, developing, and implementing learning programs and initiatives that address identified learning needs through strategic resourcing. This may include training workshops, knowledge-sharing sessions, e-learning platforms, communities of practice, and other learning opportunities to enhance staff knowledge and skills. • Promote a learning culture within the organization by sharing the value and benefits of continuous learning and knowledge sharing. This includes advocating for learning initiatives, | |

encouraging staff engagement in learning activities, and recognizing and celebrating individual and team learning achievements.

- Recommend project changes, or operational improvements, to Technical and Operational staff based on learning findings.
- Lead in facilitating After Action Review (AAR), prepare report and ensure the learning from the AAR are fed into the programmes.
- Facilitate in organizing regular learning and sharing meetings at CO level.
- Responsible for overseeing the project learning logs and uploading content to SCI global learning log.

Knowledge Management

- Lead in establishing Knowledge Management System in the organization which helps to maintain systems for capturing, organizing, and sharing knowledge and information.
- Lead on developing systems, processes and tools to facilitate the full knowledge management cycle is in place including knowledge sharing, ensuring information is easily accessible to staff, and promoting a culture of knowledge sharing and collaboration.
- Lead in documenting project outcomes, lessons learned, and success stories to contribute to organizational knowledge repositories.
- Be responsible for managing knowledge and information resources (i.e. uploading in CO sharepoint and global Resource Centre).

Collaboration and Capacity Building:

- Coordinate learning opportunities for the COs, promoting knowledge sharing and facilitating discussions among staff members to encourage collaborative learning and the exchange of best practices.
- Lead in designing and delivering sessions to increase capacity of all staff, in particular TAs, to identify and document learning in programs and thematic areas. Including supporting on developing dissemination strategies (internal/external).
- Establish and maintain partnerships with external organizations and experts (i.e. partners, academia, ARO, members) to leverage external knowledge and expertise and explore opportunities for joint learning initiatives.

Learning Sharing and Communication:

- Lead in preparing and presenting regular reports on learning and knowledge management initiatives to senior management and other CO colleagues.
- Ensure learning is shared with TAs and NBD during proposal design, to promote more evidence-based project design.
- Collaborate with subject matter experts and learning content developers to create and curate learning resources and materials.
- Be accountable for learning content and resources, including developing communication materials to showcase the impact of learning efforts within the organization (ARO, Members, Centre etc.).

OTHER

- Other MEAL-related tasks (including preparing MEAL plans, logframes) as requested by the REALM Manager or Director, Programme Development and Quality.
- Support the Save the Children Humanitarian responses where appropriate, ensuring timely and quality responses in line with international standards and technical best practice.
- Provide MEAL technical support to the projects which are managed by CO based program team as required (i.e. SIDA).
- Lead in data analysis such as NARN, IDELA and CREDI data.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Master's degree in international development, MEAL, Social Sciences, Development Studies, Organisational Development, or a related discipline.

EXPERIENCE AND SKILLS

Essential

- Minimum of 5 years of relevant experience in MEAL, knowledge management, and learning.
- Demonstrable experience in designing and implementing successful learning and knowledge management strategies in a complex organizational setting.
- Proficiency in data analysis techniques and reporting. Ability to analyze monitoring data, identify trends and patterns, and present findings in a clear and concise manner. Strong skills in translating complex data into actionable insights and recommendations.
- Understanding of knowledge management principles and practices to facilitate organizational learning and knowledge sharing.
- Experience in project and program management, including designing and implementing monitoring systems, developing monitoring plans, and tracking program progress.
- Flexibility and a very proactive approach to problem-solving.
- Strong facilitation and training skills with the ability to engage and influence diverse audiences.
- Excellent communication and interpersonal skills, including ability to challenge existing mindsets.
- Excellent analytical skills and ability to present complex information in a clear and concise manner.
- Very good level of written and spoken English and Nepali languages.

Desirable

- Familiarity with child rights, development, and humanitarian issues.
- Skills in data visualisation (i.e. power-bi).
- Strong foundation in research methodologies, data analysis, and program evaluation.
- Proficiency in relevant software and technologies for knowledge management, a plus.

Additional Job Responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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| Equal Opportunities: The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| Safeguarding obligation: We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that his/her conduct is in line with the SCI's Safeguarding policies. Hence our selection process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment. | |
| Health and Safety: The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |
| Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | |
| JD written by: | Date: |
| JD agreed by: | Date: |
| Updated by: | Date: |
| Evaluated: | Date: |