

## KNOWLEDGE & INFORMATION MANAGEMENT OFFICER

Communications – Castries, LC

Department **Communications**

Employment Type **Fixed Term**

Minimum Experience **Experienced**

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### **Knowledge & Information Management Officer**

GCF Accreditation Project

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance between countries and dependencies in the Eastern Caribbean. [Read More...](#)

#### **JOB SUMMARY**

The objectives are to undertake work to:

- Develop, implement and manage a Knowledge Information Management System with the aim to provide documented evidence of the ability of the OECS Commission to be accredited to the GCF and the Adaptation Fund (AF).

#### **KEY DUTIES**

##### SCOPE

The consultant will need to:

- review the current knowledge management systems within the Commission and to collect relevant documents, and case studies to demonstrate the ability of the Commission to become an accredited entity.
- prepare, where appropriate, case studies and lessons learnt for the purposes of accreditation.
- prepare or facilitate training/communication tools.
- validate procedures and manuals particularly those that have been identified for regional and or harmonization.

Key specific detailed tasks will include:

- Conduct a baseline review of data and knowledge management needs of the Accredited Entity/Commission
- Establish a Knowledge Information Management (KIM) framework and workflow for the Commission to collect and verify approved versions of documents.

- The development of operational procedures for the management of files and data.
- The Identification the list of manuals and procedures that are needed to support the accreditation of the Entity;
- Set up a database system for rapid and efficient search and analysis of information
- Establish a system of checks-and-balances to ensure quality and version control and proper use of the paper and digital data stored within the Commission.
- Secure, manage and maintain all relevant data/information of the Commission, including a digital file directory
- Maintain data security access controls
- Create and maintain a backup schedule for all data and documents and files;
- Recommend software upgrades where necessary for improved efficiency along with IT Unit
- Train Commission staff in the Knowledge Information Management framework and any relevant software;
- Work along with consultant to make recommendations for website placement based on transparency needs of the organization
- Work along with consultant to support the strategic Knowledge Information Management planning process, including liaising with relevant government agencies and other stakeholders as needed, and providing information on the Green Climate Fund including board decisions and other GCF international engagements/commitments to stakeholders through appropriate channels.

## **EXPERIENCE AND KNOWLEDGE**

- Advanced university degree any Information Science discipline such as Library Science, Information Management and/or Knowledge Management
- A minimum of 5 years professional experience in information and/or records management and Knowledge Management practices such as Lessons Learnt, After Action Reviews, etc.;
- Knowledge of and familiarity with electronic document management systems; knowledge/information management and database management;
- Ability to build on existing knowledge platforms, conduct needs assessments for accreditation and develop strategies to fill gaps;
- Familiarity with relevant national institutions and stakeholders and the ability to work with senior government officials, research institutes, non-governmental organizations (NGOs), and local communities;
- Experience in developing workflows, developing manuals and procedures, and reporting
- Fluency in written and spoken English and with strong analytical and communication skills

## **CORE COMPETENCIES**

- Drive with Purpose and Vision
- Create an Environment of Trust
- Build Effective Teams
- Ensure Accountability
- Demonstrate Decision Quality
- Communicate Effectively

## TERMS OF APPOINTMENT

### Job Location

The OECS Commission is headquartered in Saint Lucia. The position of Knowledge & Information Management Officer is open to nationals of OECS Member States and the position is placed at the OECS Commission headquarters in Saint Lucia.

### Benefits

The position is on fixed-term establishment subject to satisfactory annual reviews. Salary will be commensurate with qualifications and experience and exempt from income taxes. In addition to the basic salary, the post attracts other allowances. The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme. Reasonable location expenses will be reimbursed where applicable.

Deadline for applications: **January 4th, 2020.**

**Only applications under consideration will be acknowledged.**