



# Knowledge Management Specialist

Grade	IS - 2/3	Duty station	Songdo, Incheon - Korea
Contract type	Secondment	Number of posts	1
Unit	Office of the Executive Director	Vacancy code	GCF/Secondment/25
Reporting to	Knowledge Manager, OED		

## Position description

The GCF's Governing Instrument (GI) (Article 23, l) calls on the Secretariat to establish and run effective knowledge management practices. In order to fulfill this required objective and at the same time, enhance the efficiency in the Fund's operations, support the growth of a more team-oriented culture, and assert GCF's leading role in the climate finance landscape, GCF hired a Knowledge Manager (KM), whose responsibilities are to direct the establishment, and manage the implementation of a full-scale comprehensive KM System (KMS).

The Knowledge Management Specialist's work includes providing day to day support to the Knowledge Manager and guidance on the effective implementation of Knowledge Management practices by the GCF's Divisions and Offices. In this context, "Knowledge Management" refers to the people driven practices, processes, and technology used to (a) identify, capture, manage, share, and (b) abstract, (co-)generate, convert, innovate and disseminate knowledge, which can be tacit or explicit.

## Duties and responsibilities

Assist the KM in Vision setting, and policy related work related to:

- Managing the implementation and continuous evolution of a comprehensive KM System that fulfils the knowledge management mandate of the Fund and, ensures sustainability and increased efficiency of its internal and external operations, as well as maintains a leading role in catalysing the knowledge in the climate finance landscape;
- Identifying, and, where appropriate, assessing the areas where Fund's operations can be made more sustainable and/or efficient, including opportunities for learning and knowledge sharing, training programmes, Fund's legal framework, operations, ICT tools development and utilization, identifying knowledge champions, advancing incentives mechanism and communicating with the Fund's stakeholders.
- Building a "One GCF approach", a collaborative and knowledge sharing culture, to executing the knowledge management mandates, strategies and policies of the Fund;
- Support the establishment of mechanisms for capturing knowledge on best practices and lessons learned about the Fund's operations internally and externally;

Shaping Knowledge Partnerships:

- Develop and propose the innovative approaches and strategies for stimulating effective knowledge sharing partnerships;

- Support the implementation of a framework for Communities of Practice and mainstream such engagement practices with the Fund;

Directing operations, processes and systems for knowledge management:

- Identify and propose knowledge sharing strategies and tools, including categories and types of knowledge products, their sources of origin, target audience and dissemination channels including DCAP;
- Lead the establishment of knowledge generation and storage mechanisms from the Fund's operations and events, to ensure that institutional learning is captured, stored and made accessible to both internal and external stakeholders;
- Support the development and implementation of the Fund's taxonomy;
- Support the establishment of a knowledge management mechanism for and from the Board meetings, decisions, policies and practices;
- Work closely with the ICT team on knowledge management related tools development;
- Manage the internal working group on Knowledge Management, lead inter-divisional coordination and committee arrangements;

### Expected experience and qualifications

- Masters level degree in relevant fields, including public policy, public administration, education, climate change etc. from a reputable university;
- More than 5 years of relevant experience in knowledge management;
- Experience in participating in institutional strengthening and cohesiveness initiatives;
- Broad knowledge and experience of climate change, development and/or financial issues, their interrelationships, and the key stakeholders in the climate change field;
- Strong research and analysis skills;
- Experience in and ability to work with ICT tools;
- Strong interpersonal skills to work collaboratively in a diverse environment;
- Exceptional organizational and coordination skills;
- Excellent written and oral communication skills in English is essential; knowledge of another United Nations language is an advantage.

### Required competencies

- Planning and Organizing
- Communication
- Teamwork