



Senior Technical Advisor for Knowledge Management Job Description

Job Title:	Senior Technical Advisor for Knowledge Management
Level and Grade:	90
Job Type:	Full-time
Reporting Manager:	Paul Macek, Associate Vice President, QuIL REAL
Department:	Program Strategy and Technical Excellence – International Programs Group
Office:	HQ – Baltimore or DC
Date:	11/12/2021

About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives. At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

Job Brief:

Position Summary: The Knowledge Management and Learning Senior Technical Advisor will provide strategic technical leadership and oversight to the applied use of proven KML interventions and evidence in technical areas of livelihoods and economic development, health, and humanitarian assistance. S/he will oversee the development of systems to aggregate, synthesize, and share KML evidence from a broad range of stakeholders, to monitor and evaluate dissemination efforts, and to solicit feedback from end users.

Key Result Areas: KRAs indicate the core responsibilities, deliverables, and quality standards required for the individual to be successful in his or her role.

The success of this role is measured by the following KRAs:

1. Develop and lead Corus's Knowledge Management strategy, including capturing and documenting lessons learned from technical implementation, developing knowledge products, in collaboration with Technical Leads and Country teams; organizing knowledge exchanges, webinars, and learning forums; disseminating knowledge products via external and internal knowledge platforms; and maintaining a repository of knowledge products
2. Serve as the senior project manager for Corus's 3D system which is under currently under design to adequately management indicator tracking, project dashboards, and internal/external reporting
3. Serve as a Senior technical advisor for Monitoring, Evaluation, Research and Learning (MERL).

Roles and Responsibilities:

The Senior Technical Advisor for Knowledge Management and Learning will support three distinct functions. The first is to propose and lead Corus' knowledge management strategy, to help Corus capture what it knows and is learning through its work, and also support a culture of learning across the organization. This will include capturing and documenting lessons learned from technical implementation; developing knowledge products in collaboration with Technical Leads and Country teams; organizing knowledge exchanges, webinars, and learning forums; disseminating knowledge products via external and internal knowledge platforms; and maintaining a repository of knowledge products. The second function is to serve as the senior project manager and leader for a Corus' organization-wide Data for Decision making (3D) system which is currently under design. The final primary function is to serve as a senior technical advisor for Monitoring, Evaluation, Research and Learning (MERL) within the Quality Impact and Learning Division of the organization.

- Understand the state of the industry in terms of knowledge management approaches and methods and apply these to Corus.
- Develops strategies and tools to support evidence-based KML uptake and oversees their evaluation and strengthening.
- Propose and execute an annual KM workplan.
- Propose and help implement organization-wide policies, procedures and standards in support of timely and effective knowledge management.
- Liaises with USG partners and other donors and implementing agencies to ensure coordination of and synergy with other donor KML.
- Recommend and finalize an appropriate knowledge management and learning strategy for the Corus family of companies, including recommending skills and training required by staff at different levels, methods and platforms for knowledge management, and methods for showcasing and disseminating results.
- Provide technical leadership for knowledge management and research utilization, including technical oversight, leadership in design, development, planning, implementation, and capacity strengthening in the application of evidence-based KML in Corus' work.
- Support the planning, design, and implementation of in-person and/or virtual learning events including peer exchanges, brownbag talks and presentations, and other forums to exchange information and lessons learned, to include writing summaries of events, editing video recordings, and disseminating and/or presenting in appropriate forums.
- Assume day-to-day project management oversight of the 3D effort, including work-planning, budget management, and the monitoring of project deliverables (alpha testing, beta testing, and roll-out).
- In consultation with regional and country staff, define, articulate, and recommend changes in policies, procedures and decision-authority that support 3D roll-out and uptake by country programs and regions.
- In consultation with the AVP for QuIL act as the team's deputy manager supporting all management functions when the AVP is out-of-office on leave or travel.
- Facilitate smooth functioning of the team vis-à-vis internal and external stakeholders, assisting with timely decision-making, trouble shooting, and general responsiveness to queries and requests within established timelines and parameters.

Supervisory:

This position reports to the Associate Vice President, Quality Impact and Learning, Rural Economies and Agricultural Livelihoods. This position has no direct reports.

Education & Experience:

- Master's degree in a relevant field including communications, organization management, statistics, data science or a related degree.
- Minimum five (7) years' experience in Monitoring Evaluation and Learning Platforms, databases, and MEL systems design.
- At least three (5) years' experience working in international development, humanitarian assistance or trade, preferred.

Qualifications:

- Demonstrated experience in developing, implementing, and monitoring a knowledge management or organization learning plan and strategy to advance an organization's mission and goals.
- Demonstrated knowledge of effective organizational approaches to learning and knowledge management including understanding of both technologies used to support KML and also familiarity with basic Monitoring, Evaluation, Research, and Learning (MERL) systems and processes in international development and the social sciences.

- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Energetic, flexible, collaborative, and proactive; a team player who can positively and productively impact both strategic and tactical initiatives.
- Exceptional written, oral, interpersonal, and presentation skills. Demonstrated ability to convey messages through clear and concise writing.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.