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Application Package

Knowledge Management Lead

1. Job Advertisement

Position

IDA is seeking a Knowledge Management Lead (occasionally acting as Deputy Programme Director)

* Start Date: as soon as possible, to be discussed depending on availability
* Location: preferably Lyon, France or Geneva, Switzerland
* Contract duration: One year (with the possibility of extension)
* Salary: Subject to location and experience
* Employment: full time

Mission

As a strategic and senior support to the Programme Director, the Knowledge Management Lead will develop and oversee IDA’s knowledge architecture, including internal monitoring and evaluation, reporting and institutional communication, development of quality knowledge products and management of externally-facing projects requiring participatory knowledge production and sharing to advance the rights of persons with disabilities.

The position requires leadership, experience in structuring information flows for advocacy purposes, experience in project management, experience with the disability rights movement, excellent networking and communication (including institutional communication) skills, data literacy, strong analytical and organisational skills.

Background

The International Disability Alliance (IDA) is a network of eight global and six regional organisations of persons with disabilities and their families (DPOs), representing the estimated one billion persons with disabilities worldwide. Founded in 1999, as a network of international disability rights organisations, a unique composition, that allows IDA to act as an authoritative and representative voice of persons with disabilities in the United Nations (UN) system in New York, Geneva and worldwide. IDA’s advocacy seeks to advance human rights utilising the UNCRPD and other Conventions, harnessing the strengthened united voice of its members, forging working relationships with partners to achieve common goals inclusive of persons with disabilities worldwide.

The Programme Unit of IDA plays a key role in overseeing strategic developments of IDA and guiding the successful implementation of the IDA Strategic Framework 2020-2023. It leads on and ensures (1) strategic programming, fundraising and support to developing the collective response capacity of IDA and IDA members; (2) strategic partnerships for inclusive development, including coordination of IDA engagement in inclusive development and humanitarian action projects such as with IDDC members; (3) knowledge management, including data collection and analysis, monitoring, evaluation, reporting, evaluation, research partnerships (e.g. IDA Global Survey). It acts as a cross-cutting unit supporting other IDA units and IDA members in delivering on our collective mandate and identifies new working areas and partnerships in line with IDA’s mandate.

In a context of significant growth of IDA and enhanced role as the global representative network of persons with disabilities, ensuring that knowledge and information widely available and accessible to the disability rights movement and the disability sector more broadly is essential to support the mandate of IDA. Whether to support advocacy, to monitor progress and hold stakeholders accountable for their commitments or to promote the development and use of technical capacities to advance the CRPD, timely and easy access to diverse and quality data, information and resources on disability and to interactive means to engage, consult, participate, enrich and grow the wealth of resources is essential to successful activism.

1. Working Environment

Reports to: Programme Director

Staffs under supervision: MEAL Officer, Knowledge Management Assistant

Main Interfaces:

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| --- | --- |
| Main Internal Interfaces   * Programme Unit Team * Operations and Finance Unit * Capacity Building Unit * Advocacy Units * IDA Program Committee and Task Teams as relevant * IDA members | Main External Interfaces   * Institutional donors * International Disability and Development Consortium (IDDC) and its member organisations (in particular Sightsavers), other INGOs * IT solution and system/ services providers * Academic partners * UN agencies |

1. Job Description

Main responsibilities:

The Knowledge Management Lead will be responsible for:

1. Coordination of the monitoring, evaluation and reporting system of IDA
2. Development of quality knowledge products promoting the human rights of persons with disabilities
3. Development of the Disability Rights Portal
4. As and where needed, act as Deputy to the Programme Director

In all his/her endeavours, the Knowledge Management Leadwill ensure participatory approaches, accessibility, the provision of reasonable accommodation and attention to representation of the diversity of the disability movement and its constituencies.

The Knowledge Management Lead will oversee the following responsibilities:

1. **Coordination of the monitoring, evaluation and reporting system of IDA**

* Ensure organization-wide data collection, analysis, integrity, systemic learning, and strategic sharing of quality information and experiences from IDA’s work;
* Lead the restructuring and adjustment of IDA’s monitoring and evaluation system to the new IDA Strategic Framework, identify and address gaps in information flows;
* Manage the Monitoring & Evaluation team, composed of the MEAL Officer and Knowledge Management & Data Collection Assistant and promote collaboration and sharing of learning across the IDA Secretariat;
* Ensure quality and timely reporting and production of external contents accounting for IDA’s achievements; support strategic institutional communication;
* In close collaboration with IDA staffs involved in communication, ensure consistent taxonomy and tagging systems across the organization (including website), and timely communication on the work of IDA (and IDA members as relevant).

1. **Development of quality knowledge products promoting the human rights of persons with disabilities**

* Oversee IDA’s Global Disability Survey on DPO participation in development programmes and policies, ensure quality outcomes and strategic dissemination of the results, including a DPO participation index (this includes supervision of a PhD in collaboration with Maynooth University, Ireland);
* Liaise with and support senior staffs of IDA with the identification of efficient, accessible and appropriate knowledge management solutions (including online visualization, advice on survey methodologies), e.g. trackers and tools to monitor human rights obligations, Global Disability Summit commitments, interactive online mapping, etc.;
* Guide the development of IDA’s technical assistance platform/help-desk aimed at facilitating OPDs’ response to technical support requests, in close collaboration with the Programme Unit and Capacity Building unit;
* Coordinate and develop existing partnerships and new collaborations with universities, ensuring meaningful engagement of OPDs in governance and validation of research outcomes, quality assurance including respect for CRPD standards;
* Ensure IDA participation in relevant data and research working groups, stay abreast of knowledge management and learning methodologies and tools;

1. **Development and management of a collaborative online Disability Rights Portal**

* Coordinate the benchmarking of existing online platforms, observatories and interactive functions enabling participatory and accessible knowledge sharing to prepare the design of the Portal as a strategic interface to support access to and coproduction of disability rights resources and knowledge;
* Develop the Portal through consultations with IDA Secretariat teams, IDA members, other OPD networks, key stakeholders of the disability sector including donors, INGOs, academia, and other relevant existing platforms and initiative within (e.g. Source, DISTAT, PENDA) and beyond the disability sector (e.g. Open Government Partnership);
* Identify technical solutions, including digital accessible and interactive functions, to enable wide, user-friendly access to collaborative knowledge and co-production of new knowledge in a participatory manner; establish, test, develop and promote interactive functionalities such as online training, advocates chats, accessible consultation and survey tools, management of user access rights, etc.
* Develop partnerships and collaboration with OPDs, INGOs, academia, donors, UN and other existing platform as active partners of the Portal, with the intention to unify, complement and synergize existing initiatives, and respond to current gaps
* Support the development of regional knowledge hubs with IDA members in ways that support their priorities and regional advocacy strategies
* Ensure external representation and communication on the project and account for key developments of the Portal.

1. **Acting as Deputy to the Programme Director**

* As the second most senior position within the Programme Unit, the Knowledge Management Lead will occasionally act as Deputy Programme Director, for example providing strategic programmatic guidance to the Team and to IDA members, or representing the IDA Programme Director in collaborations with external partners.

1. Employment Specifications

**SKILLS & QUALIFICATIONS**

1. **Essential Requirements**

* Master’s degree or Equivalent in International Development, Human Rights, Law, Political Sciences, International relations, Disability studies or similar
* At least 7 years’ experience in similar positions, with demonstrated outcomes in structuring information management and/or monitoring and evaluation systems
* Strong knowledge and professional or academic experience on CRPD advocacy and promotion of the human rights of persons with disabilities
* Experience in ensuring data and information collection, integrity, analysis and strategic use
* Experience in developing strategic partnerships, animating and developing networks and alliances
* Data literacy and ability to interact with IT solutions providers
* Excellent command of oral and written English and/or International Sign
* Working knowledge of at least one other UN language (French, Spanish, Arabic, Russian, Chinese)
* Leadership skills and team orientated
* A strong sense of diplomacy, sociability and interpersonal communication
* Ability to manage a complex workload and to plan and prioritise
* Ability to work collaboratively, to multi-task, to work under pressure and effectively manage time to respect multiple deadlines

1. **Desirable Requirements**

* Lived experience of disability
* Work and/or life experience in Global South countries
* Willingness and ability to work occasionally at non-standard hours

1. Application Form

**IDA Knowledge Management Lead**

**Confidentiality**

All information given on the application will be treated in a confidential manner

**Please complete in type only.**

Please send the completed application form by e-mail by Friday June 12, 2020 to the IDA Secretariat, [recruitment@ida-secretariat.org](mailto:glad-recruitment@ida-secretariat.org) indicating in the subject line: “Job Application: Knowledge Management Lead”. Applications received after this date will not be considered.

Only completed application forms will be accepted. In addition to this completed form, please attach a copy of your CV, an unedited writing sample in English related to human rights, CRPD, or social policy/legal issues and your expected gross annual salary. The writing example should not exceed 2000 words; an extract of a text is acceptable. A confirmation of receipt will be sent to you via email. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Persons with disabilities are strongly encouraged to apply.

**1. PERSONAL DETAILS**

**First name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**E-mail:**

**2. HIGHER EDUCATION**

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| --- | --- | --- | --- |
| **Name and address of college/university** | **From/to** | **Full/part-time** | **Qualifications obtained** |
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**3. PRESENT AND PREVIOUS OCCUPATIONS.** Please give details of your occupation(s) starting with the most recent. Include any unpaid work that is relevant to the post and explain any gaps.

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| --- | --- | --- |
| **Employer's name and address (please start with current/ most recent)** | **From/to (month/year)** | **Position held including brief description of your duties** |
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1. **TRAINING AND DEVELOPMENT.** Please give details of any training courses attended that are of direct relevance to your application.
2. **MEMBERSHIP TO TECHNICAL OR PROFESSIONAL BODIES**
3. **Language skills, including Sign Language**

6.1 Reading skills

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| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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6.2. Writing skills

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| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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6.3. Verbal skills/International sign

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**7. Computer literacy**

Please indicate your computer knowledge stating all the software programmes you are familiar with.

**8. Please explain how you meet the requirements of the employment specifications and provide any further information about yourself that you think is relevant to this application.**

(NOTE: This section of the application is one of the most important and will be considered as your motivation letter for the position)

**9. SUPPLEMENTARY INFORMATION**

**What is your preferred reading medium? Please select**:

Ordinary print/digital format

**10. If you were shortlisted for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**

**11. Have you ever been convicted of a criminal offence? Please select:**

Yes / No

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

**A.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number……………………………………………………………………………………………….

e-mail:

What is your connection with this referee?...............................................................

May we approach this referee prior to interview?

**B.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number……………………………………………………………………………………………….

e-mail:

What is your connection with this referee?...............................................................

May we approach this referee prior to interview?

**13. Reasonable accommodation for persons with disabilities**

The IDA secretariat will make reasonable accommodations needed for the incumbent to carry out their work, to be arranged in discussion with the incumbent.

IDA is an equal opportunity organisation that does not discriminate in its recruitment programme and, in order to have the strongest possible team, actively seeks a diverse applicant pool. Private data communicated during the application process or administration of the programme will be kept confidential.

**DECLARATION**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**