Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It’s not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we’re looking for yours.

The role: Oxfam in Myanmar is recruiting a knowledge management officer to lead on the development and implementation of Oxfam in Myanmar’s knowledge management strategy to:

- foster better internal collaboration and knowledge sharing
- align Oxfam information and knowledge management processes across programmes, offices and aligned to Oxfam International processes
- lead specific initiatives to encourage the use of knowledge that is generated

Oxfam is looking for candidates that think outside the box, who are able to identify and share more creative, efficient and effective ways to engage audiences and facilitate sharing and collaboration.

Reporting to the Program Quality Manager, the knowledge management officer will work closely with the members of the Program Quality Team and communications team, as well as be supported and mentored by an international expert in knowledge management.

Level: D1, National

Employment term: Fixed-term, (Until 31st March 2019 – with possible extension)

Report to: Program Quality Manager

What we offer: Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

KEY RESPONSIBILITIES:

- Work closely with international expert to support different teams in Oxfam Myanmar on identifying knowledge needs, knowledge gaps/problems and priorities, and work on solutions to address gaps.
- Lead on the implementation of the knowledge management strategy
- Work with IT to align Oxfam in Myanmar’s online knowledge management systems
- Roll out the new approach to knowledge management to the office. This will involve understanding Oxfam’s above-country structures and supporting the migration of resources between platforms.
- Work closely with Oxfam teams to ensure that the right knowledge is getting to the right people at the right time (and in the right way)
• Work closely with focus points across Oxfam teams and support them in how to capture, communicate and share explicit and tacit knowledge, with a component of individual capacity building and mentoring, besides facilitating peer to peer learning.
• Coordinate knowledge activities, including seminars/webinars, workshops, knowledge fairs, ‘fail fast’ competitions, Knowledge Fund, and developing structured and scheduled learning sessions.
• Develop strong working relationships with stakeholders across operations, including country and regional offices to identify collaboration opportunities.

SKILLS AND COMPETENCE:

• Education to at least degree level, preferably in social sciences or related humanities field
• Minimum 3 years of experience in NGOs or civil society, working across multiple projects, working on monitoring and evaluation, research, knowledge management or similar field
• Experience in successfully developing and implementing strategies/plans
• Familiarity and skill with web based solutions
• Ability to promote a knowledge sharing and learning culture
• Strong leadership and teamwork skills
• Strong facilitation skills
• Ability to think and communicate clearly with others (written and verbally), and to communicate with all levels of management and staff.
• Ability to work independently
• Ability to regularly travel
• Fluency in English and Myanmar
• Ability to use a variety of tools, methods, channels and approaches for capturing, disseminating, and supporting knowledge use across the organization and with partners.
• Ability to explain complex concepts in layman's language
• Client orientation: understands people’s needs and concerns; responds promptly and effectively to their needs

Closing date: 22nd May 2018, 5:00 PM

How to apply: Please state applied position in email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar. Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

Detail and complete job profile is available upon request.
We regret that only short-listed applicants will be contacted.

Oxfam is committed to equal opportunities and diversity. We welcome and encourage applications from women, minority and underrepresented groups.