

I. Position Information

Position : **Knowledge Management and Communications Expert**
Location : Tehran,
Type of Contract : Individual Contract
Languages : Farsi, English
Duration of Initial Contract: one year, renewable
Application Deadline : 30th April, 2011

II. Background

The MENARID Institutional Strengthening and Coherence in Integrated Natural Resources Management project has an overall objective of contribute to the removal of barriers to climate-resilient integrated natural resources management (INRM) in Iran by providing coordination mechanisms, policies, inventories of good practice, degradation assessments and INRM training. Participatory, gender sensitive, community-driven demonstration activities of INRM are undertaken in four watersheds, representing a range of dryland situations. The expected outcomes from project's substantive and complementary components include:

1. Enhanced engendered knowledge and understanding of the drivers of land-use change causing land, ecosystem and water degradation with consequent impacts on ecosystem services and local livelihoods
2. An enabling environment for INRM and the use of the enhanced knowledge
3. Community-driven, climate-resilient approaches and techniques for sustainable land and water management demonstrated through INRM practices

The project started in September, 2010 for five years duration. It is implemented by Forest, Range and Watershed Management Organization (FRWO) of the Ministry of Jihad Agriculture (MoJA), Government of Islamic Republic of Iran.

III. Functions / Key Results Expected

Summary of Key Functions: Under the guidance and supervision of the National Project Manager (NPM), Knowledge Management (KM) and Communications Expert will

- Guide the overall KM strategy and implementation of related activities
- Design, implement and manage communications and publication strategies,
- Supervise design and maintenance of the project web site, intranet and web-based knowledge management system,
- Support knowledge building and knowledge sharing through synthesizing good practices and lessons learned,
- Support NPM in other related activities, when desired.

1. Ensures implementation of operational strategies, focusing on achievement of the following results:

- ❑ Carry out training needs assessment of project staff and key stakeholders in the field of KM and communications,
- ❑ Design and implement knowledge management and communications strategies for the MENARID-Iran project,
- ❑ Carry out surveys, assessment and feedback analysis to monitor the impact of knowledge management and communications on overall project effectiveness,
- ❑ Follow through with user feedback, progress and integrates the feedback to the future learning initiatives,
- ❑ Integrate advocacy and communication strategies into all aspects of the project.

2. Ensures effective and efficient functioning of the Project Management Unit (PMU), focusing on achievement of the following results:

- ❑ Collect relevant knowledge products from other institutions (specially ICARDA) & projects within and outside Iran, process them and make available to project staff and stakeholders,
- ❑ Assist Chief Technical Advisor to design and implement strategies to collect and synthesize indigenous and traditional knowledge in INRM and livelihoods promotion practices,
- ❑ Organize and implement joint FRWO information campaigns (World Desertification Day, Natural Resource Week, Clean Air Day, etc.),
- ❑ Supervise translation/adaptation/rewriting of knowledge products received, printing and dissemination of publications and audio-visual materials,
- ❑ Regularly monitor and update Information and Communication Technology (ICT) based information,
- ❑ Periodically visit the field to support implementation of KM and communications strategies and identify where adaptations might be needed.

3. Lead knowledge building and knowledge sharing, focusing on achievement of the following results:

- ❑ Develop mechanisms to capture and share lessons learned, and collect, analysis and validate lessons learned in the project,
- ❑ Document, package and disseminate lessons through electronic platforms, workshops, publications, etc.,
- ❑ Design knowledge management and communication instruments and materials, including briefing materials and press releases in coordination with the NPM,
- ❑ Manage project web sites based and prepare & upload content for the web sites in supervision of the NPM,
- ❑ Facilitate knowledge exchange by supporting and coordinating participation in existing network of UNDP/GEF projects sharing common characteristics,
- ❑ Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit project implementation.

IV. Competencies and Critical Success Factor

Corporate Competencies:

- ❑ Demonstrates commitment to UN's mission, vision and values,
- ❑ Advocates and promotes the vision, mission, and strategic goals of the MENARID project,
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional CompetenciesKnowledge Management and Learning

- ❑ Promotes knowledge management in the office through leadership and personal example,
- ❑ Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills,
- ❑ Seeks and applies knowledge, information and best practices from within and outside of the MENARID-Iran project.

Development and Operational Effectiveness

- ❑ Ability to implement knowledge management and communications strategies,
- ❑ Advocates effectively,
- ❑ Excellent communication skills with ability to communicate sensitively and effectively across different stakeholders,
- ❑ Ability to conceptualize issues and analyze data,
- ❑ Ability to work with minimum supervision,
- ❑ Ability to supervise and train support staff,
- ❑ Ability to plan and organize work,
- ❑ Strong IT skills, knowledge of Atlas

Leadership and Self-Management

- ❑ Demonstrates openness to change and ability to manage complexities,
- ❑ Consistently approaches work with energy and a positive, constructive attitude,
- ❑ Remains calm, in control and good humoured even under pressure.

V. Required Skills and Experience

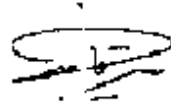
- ❑ Master's Degree or equivalent in Media Relations, Journalism, Information & Communication Technology (ICT), Social Science or related field.
- ❑ Minimum 5 years of progressively responsible experience in related field in large national or international development project,
- ❑ Extensive experience in the usage of ICT and handling of web based management systems,
- ❑ Previous experience with UNDP/Government of Islamic Republic of Iran projects in similar position is highly desirable,
- ❑ Fluency in Farsi with working knowledge in English (reading, writing and speaking).

VII. Additional Information

- Please send a cover letter justifying your candidature together with an updated CV of no more than 3 pages to -----.
- Applications received after the deadline will not be considered.
- Only short-listed candidates will be contacted for further selection process.

Signatures- Job Description Certification

Direct Supervisor (National Project Manager)



Name: Seyed Abolfazl Mirghasemi Signature

Date: 9th April 2011

Acting NPD (National Project Director)



Name: Parviz Garshasebi Signature

Date: 9th April 2011