

Job Description – Knowledge Management Coordinator (Pacific Regional Safe Schools)	
TEAM/PROGRAM: Development Program	LOCATION: SUVA
GRADE: Salary Band 9	
<p>INTRODUCTION:</p> <p>Save the Children International (SCI) is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection. Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 30 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.</p>	
<p>ROLE PURPOSE:</p> <p>The Pacific Coalition for the Advancement School Safety (PCASS) 2022 – 2025 programme, supported by the New Zealand Ministry of Foreign Affairs and Trade, will be bringing together different partners in the Pacific (Government Officials, INGOs, Multilateral and bilateral development organisations, private sector, CROP agencies, and other relevant sectors) to collectively work on the promotion and implementation of a comprehensive approach to school safety across the Pacific region. The Coalition will be supporting the Pacific’s commitments to build a stronger and more resilient region to disasters and climate change in alignment with the Sendai Framework for Disaster Risk Reduction (2015-2030), Pacific Regional Education Framework (PacREF) 2018-2030 and the Framework for Resilient Development in the Pacific (FRDP) (2017-2030) and to "ensure inclusive and equitable quality education for all," as expressed in the Sustainable Development Goal 4 (SDG4) of 2030.</p> <p>The PCASS 2022 programme takes an all-hazards and all-risks approach to safety and includes making school facilities structurally safe and able to protect children during disasters, ensuring appropriate school disaster and child protection management practices are effectively implemented in schools, and ensuring risk reduction and resilience education is taught in school in order to build a culture of safety and resilience. This initiative builds on the lessons from the experiences and achievements of the PCASS 2016-2017 programme which focused on priority setting, while providing more intensive support to the Pacific School Safety champion countries at the national level in the Solomon Islands, Vanuatu and Fiji.</p> <p>One of the first activities of PCASS will be to revitalise the PCASS networks and work with each of the target Pacific Island countries to review progress towards an all-hazards and all-risks approach to school safety.</p> <p>Countries across the region are at different stages of progressing school safety and the PCASS programme will support national governments to effectively:</p> <ol style="list-style-type: none"> 1. protect learners and education workers from death, injury; and harm in schools; 2. plan for educational continuity in the face of all expected hazards and threats; 3. safeguard education sector investments; 4. strengthen risk reduction and resilience through education; and 5. support child protection more broadly. <p>The PCASS Knowledge Management Officer position is to provide technical expertise in capturing, documenting, communicating and disseminating PCASS activities, achievements and engagements, good practices and case stories to relevant stakeholders (PCASS Secretariat, key government officials, INGOs and NGOs representatives, network, as well as public).</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Regional Safe Schools Lead (RSSL) (remote management)</p> <p>Staff directly reporting to this post: None</p>	
KEY AREAS OF ACCOUNTABILITY	KPIs
<p>I. Program Delivery, Management, and Quality Assurance</p> <ul style="list-style-type: none"> • Lead the development of the PCASS KM Strategy and ensure its effective and efficient implementation • Maintain clear, quality, and consistent key messaging on school safety for PCASS aligned with Save the Children’s Safe Schools Common Approach, as well as with other relevant global or regional development priorities, standards, or frameworks 	<ul style="list-style-type: none"> • Establishment of partnership that brings together the disaster management and education sectors and promote a comprehensive

<ul style="list-style-type: none"> • Encourage a culture of knowledge sharing on school safety within the organization and among the PCASS partners and stakeholders • Leadership in the collection, processing and managing of information relevant to PCASS and school safety in the Pacific and establishing a platform for sharing to target audience and easy accessing of end users and PCASS partners. • Provide technical Leadership in the set-up, maintenance and overall operations of the PCASS KM platform • Promote PCASS more widely to safe school practitioners and public in the region through innovations of on-line safe school promotional materials, stocktaking of safe school publications/resources, and a pool of regional safe school champions to support PCASS ongoing activities by use of various communication methodologies and platforms. • Support the projects initiatives to increase PCASS profile on-line and off-line to enable PCASS to reach key stakeholders (MoEs and NDMOs, NGOs, and consortium partners). 	<p>approach for school safety in the region;</p>
<p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Providing KM and communication support for PCASS activities (e.g., workshops, conferences, participations in regional and global engagements relevant to DRR and school safety, learning exchanges); • Work closely with PCASS PMT in developing PCASS messages to advocate to key government officials strengthening of PACIFIC governments' commitment to school safety at Pacific and global level; • Recommending innovative promotional materials and information packages for PCASS public awareness and campaign which are customized to target audiences such as video, digital memes, quizzes, discussions, online survey, posters/leaflets, technology on tools, resources, etc; 	<ul style="list-style-type: none"> • Strengthen advocacy to increase resources and funding, tools, local expertise and guidance for the Safe Schools Initiatives in the PACIFIC region;
<p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Developing an PCASS KM strategy and framework and leading the execution or implementation. Within this framework, work collaboratively with PCASS program management team to formulate PCASS knowledge management and communications plan within an 18 months' timeline; • Maintain and update the KM portal for PCASS, including providing relevant information on upcoming PCASS activities/event, attending inquiries from public, most recent-held activities, achievements/milestones, related pictures, announcements, and creating some sections in the web portal) for easy accessing of the end users and keeping track on number of visitors, frequently asked questions, and frequently visited section/information, etc; • Work closely with IT experts in providing technical support in maintaining PCASS web portal, trouble shoot, and find solutions to technical issues, including site security and traffic, etc; 	
<p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> • Coordinating with PCASS consortiums and relevant organisations' communication and knowledge management focal points to jointly support media engagements (release, press conference, event promotions) in PCASS high-level engagements (conference, workshops, learning exchanges, safe school champions awarding); • Collecting safe school case stories and evidence-based research from different countries in the Pacific, documenting and disseminating them for the learning exchanges and reporting to PCASS; 	<ul style="list-style-type: none"> • improve capacities at national level through inter-agency collaboration and the use of the Comprehensive School Safety Framework

<ul style="list-style-type: none"> • Work on improving and maintaining PCASS social media platforms (Facebook and Twitter) to reach more general audience and maintaining interactive communication through these platforms; 	
<p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> • Maintaining the PCASS monthly updates to be distributed to PCASS external stakeholders including PCASS coalition partners, donor agencies, PCASS Secretariat; • Creating an online pool/storage/repository of school safety/PCASS resources/publication/ guidelines/tools/report and champions/practitioners /experts in the region to become a reference to practitioners and public – this will be integrated into the PCASS portal; • Facilitating and linking the knowledge sharing between knowledge management platforms in PCASS target countries and PCASS portal; 	<ul style="list-style-type: none"> • SCNZ, SC Fiji and donor operational policies and procedures are complied with at all times • Programme spending proceeds in accordance with planned activities and within anticipated timeframes • Approved spending is conducted within the designated delegation of authority framework and in accordance with SCNZ, SC Fiji and donor financial policies and procedures
SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice	
<p>Accountability: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set own goals and objectives.
<p>Ambition: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
<p>Creativity: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.

<p>Integrity: We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SC Fiji policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. <p style="text-align: center;">Doesn't misrepresent him/herself for personal gain.</p>
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QUALIFICATIONS AND EXPERIENCE

Essential:

- At least a Bachelor's Degree or equivalent in a relevant discipline;
- Considerable professional experience in information and knowledge management and communication with relevant writing experience;
- Working knowledge of a wide variety of computer software;
- High level of creativity, flexibility, ability to listen and support, excellent analytical skills, experience of working with the media and a good understanding of messaging and public positioning and how to adapt this to the needs of local context;
- Excellent communication skills in English – both written and verbal;
- Able to critically gather and make sense of a large amount of information, break down complex information into manageable pieces, and articulate it in synthesized, reader-friendly narrative;
- Able to translate DRR/school safety technical terms into a piece of work that is understandable for non-technical persons/public;
- Demonstrates enthusiasm and works well on a team;
- Has initiative and is able to work independently and operating with minimum supervision;
- Multi-tasking and able to conduct multi-layered coordination with related stakeholders;

Desirable:

- Masters or Advance Studies is an advantage;
- Knowledge and experience using graphics or layout designing software is preferred but not required;
- Relevant work experience on DRR or Child Protection in Education initiatives will be advantage but not a requirement;

Additional:

- Any offer of employment at SC Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto SC Fiji's Child Safeguarding Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.

Date of issue: 20 June 2023

Author:

Signed: Chief Executive Officer, Shairana Ali

