

## REFERENCE (REF.341) Knowledge Management Officer for the SOCIEUX+ project

FIIAPP, within the framework of the SOCIEUX+ project, urgently needs to engage a Knowledge Management Officer **to be based in Brussels**.

SOCIEUX+ is a technical assistance facility created and co-funded by the European Commission's Directorate-General for International Cooperation and Development for International Cooperation and Development (EuropeAid) to support the efforts of middle- and low-income countries worldwide in the reform, development and extension of their social protection and employment systems.

Being demand-driven, SOCIEUX+ works through short-term technical inputs by social protection experts/practitioners drawn primarily from the European Union Member States' public administrations in the areas of social protection and employment.

SOCIEUX+ implements a series of varied but complementary activities:

- Short-term technical assistance actions: mobilisation of specialised knowledge in the areas of employment and social protection;
- Communication and visibility: increasing the visibility of the project and disseminating its results.
- Knowledge development: implementation of knowledge development activities, among others, on capitalisation of the actions taken within the framework of the project to draw on learning and create general recommendations for the member countries as well as for other developing countries.

A contract for hire or of service linked to implementation of the project, anticipated to last 41 months, is offered. **Work location: Brussels.**

## DUTIES OF THE POSITION

The Knowledge Development Officer (KDO) shall direct and manage the knowledge development component of SOCIEUX+. The KDO will direct and support the entire knowledge development cycle, compiling the lessons learned from the actions implemented within the framework of the project, developing activities and materials that will make it possible to share and disseminate best practices. Additionally, the KDO will promote the exchange of experiences and the development of an international network of experts and professionals in the fields of employment and social protection.

The fundamental responsibilities will be the following:

- Support the Team Leader in the daily management of activities related to his or her field of experience;
- Direct and prepare for development of the Knowledge Development strategy and supervise its effective application in close collaboration with the Team Leader and the rest of the project management team (FMT);
- Create a mapping of the tools that exist for knowledge development in the spheres of social protection and employment;
- Contribute to the design of the project website through the conceptualisation and supervision of the development and implementation of online knowledge management tools;
- Coordinate the compilation of information on past, current and projected actions supported by SOCIEUX+;
- Collaborate in the development of working and/or conceptual documents;
- Supervise, with the support of the Programme Officer and the Finances and Contracting Officer, the logistics of the activities related to knowledge development;
- Responsible for the management and improvement of the project's integrated information systems;
- Assume responsibility for the organisation and systematisation of the information and management of the project databases;
- Develop tools to facilitate content classification to make it possible to search for and recover information.

The described tasks involve the necessity to network and interact with a multiplicity of institutions from EU and third countries, EU Commission services and external donors, as well as the readiness and ability to travel abroad.

## Requirements

- University degree
- Minimum of 7 years of professional experience in knowledge management and development, publications, working documents, etc.
- At least 3 years of work experience in international cooperation.
- English (level C1), French (level B2); Spanish (level C1)
- Full command of standard computer applications related to the position (Excel and/or Access) **(TEST)**.
- Knowledge of the position in the areas of social protection and employment **(TEST)**

## Additional qualifications

- Specific training in communication, journalism or knowledge management **(cv)**,
- Specific experience in communication **(cv)**,
- Experience in public policy evaluation or in management of programmes or projects on public policies **(cv)**,
- Experience in the organisation and holding of international events (seminars, conferences, training, etc.) **(cv)**
- Experience in research positions **(cv)**,
- Specific expertise related to the job; European Commission procedures and knowledge management, etc. **(TEST)**

The **requirements and additional qualifications** for this position should be clearly indicated in the CV so that they may be accredited and assessed. A template is attached (on the following page) for this purpose which should be filled out and sent in with the application. **Failure to do so may result in exclusion.**

The selection process shall consist of a test of knowledge, languages, computer applications and a personal interview. Candidates who can demonstrate that they hold a **C1 certificate in English and B2 in French** beforehand are exempt from the written language test.

Awarding of the position shall be carried out in accordance with the provisions of the FIIAPP Labour Contracting Manual by the Contracting unit, which will consider the merits of the pre-selected candidates by order of their scores, and shall take a final decision regarding the recommendation of the Selection Commission. A waiting list of unselected candidates by order of priority may be created which may be used to cover positions with similar content and duties in the year following conclusion of the process.

The day after the position is awarded, it shall be published on the FIIAPP website, along with the reference offer, the Spanish National ID Number (DNI) of the successful candidate and, if a waiting list exists, the DNIs of those on the list by order of score.

Any candidate who so desires shall have 10 working days from the day after publication of the hiring decision to submit a complaint challenging the selection, which may be sent by e-mail to the following address: [rrhh@fiiapp.org](mailto:rrhh@fiiapp.org).

HR Management, along with the Secretary General shall resolve, on a reasoned basis, any complaints submitted.

The document should be sent to the e-mail address [rrhh@fiiapp.org](mailto:rrhh@fiiapp.org), or to the FIIAPP main office at C/Beatriz de Bobadilla, 18 (RRHH), Madrid 28040, indicating the reference number. Deadline for receipt of applications: 7th March 2017.

**SCORING FOR ADDITIONAL QUALIFICATIONS:**

<b>Additional qualifications</b>	<b>Score</b>	<b>Maximum Score</b>
Specific training in communication, journalism or knowledge management	<b>CV</b> 5 points for a master's degree of more than 500h 2 points for courses of up to 500h 1 point for courses of up to 200h 0.5 points for courses of up to 100h	10 points
Specific experience in communication	<b>CV</b> (0.20 points/month worked)	10 points
Experience in public policy evaluation or in the management of programmes or projects on public policies	<b>CV</b> (0.15 points/month worked)	10 points
Experience in the organisation and holding of international events (seminars, conferences, training, etc.)	<b>CV</b> (0.20 points/month worked)	5 points
Experience in research positions	<b>CV</b> (0.15 points/month worked)	5 points
Specific knowledge of the position	<b>Test</b>	20 points
General alignment with the position profile, especially valuing the ability for interpersonal relations at all levels, the ability to work on multicultural teams and alignment of skills to the job profile	<b>Interview</b>	40 points
<b>Total</b>		<b>100</b>

**FILL IN THE SHADED COLUMNS OF THIS FORM ACCORDING TO THE REQUIREMENTS AND THE SCORING OF ADDITIONAL QUALIFICATIONS reflected in your CV, AND ATTACH IT TO YOUR CV.**

**Requirements:**

Requirements	YES/NO	Periods (month/year from start to finish)
University degree (Undergraduate, Bachelor's or Official Master's).		
<b>Minimum of 7 years</b> of professional experience in knowledge management and development, publications, working documents, etc.		
<b>At least 3 years</b> of work experience in international cooperation		
English level C1, French level B2; Spanish level C1		
Full command of standard computer applications related to the position (Excel and/or Access)		
Readiness to travel		

**Additional qualifications:**

Additional qualifications	Scoring	No. of months worked/hours of training	Maximum score	Qualification score
Specific training in communication, journalism or knowledge management	<b>CV</b> 5 points for a master's degree of more than 500h 2 points for courses of up to 500h 1 point for courses of up to 200h 0.5 points for courses of up to 100h		<b>10</b>	
Specific experience in communication	<b>CV</b> (0.20 points/month worked)		<b>10</b>	
Experience in public policy evaluation or in the management of programmes or projects on public policies	<b>CV</b> (0.15 points/month worked)		<b>10</b>	
Experience in the organisation and holding of international events (seminars, conferences, training, etc.)	<b>CV</b> (0.20 points/month worked)		<b>5</b>	
Experience in research positions	<b>CV</b> (0.15 points/month worked)		<b>5</b>	

## CONSENT FOR INCLUSION OF CV IN FIIAPP DATABASE

In accordance with Organic Law 15/1999, of 13th December, on Protection of Personal Data (hereinafter, "LOPD"), FIIAPP informs you that it will include your personal data in a computer file in its possession ("Curriculum Vitae", entered in the register of privately-held files of the Spanish Data Protection Agency) for the following purposes:

- 1) to establish and maintain a contractual relationship with you
- 2) to assess your suitability for the position or task, as well as to notify you of employment opportunities.

In accordance with the regulation on security measures approved by Royal Decree 994/1999, of 11th June, for files considered to be high-level, FIIAPP informs you that, in accordance with Article 26 of this regulation, any sensitive personal information you submit to us is transferred using secure methods that guarantee that the information submitted is not readable or accessible to third parties.

For the purposes stated in Articles 11) and 34e) of the LOPD, by accepting the following clauses (indicate any that are not applicable), you expressly consent to having your data processed for the aforementioned purposes and swear that the data you are submitting is exact and true.

- I agree to allow the organisation to process my data for employment purposes, in accordance with the aforementioned clauses.
- I agree to allow the organisation to process my data for employment purposes, but in the event that I am not included in the selection process for which I am submitting my curriculum vitae, I request elimination of same from its records.

Likewise, we inform you of your right to exercise your rights to access, correct, cancel and oppose your personal data by writing to FIIAPP, C/Beatriz de Bobadilla, 18, or to the e-mail address [rrhh@fiiapp.org](mailto:rrhh@fiiapp.org), under the terms of the LOPD.