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| Vacancy Code  | <b>VA/PRF/2018/KP/001</b>   |
| Post Title    | <b>Manager for Knowledge Platforms</b>                            |
| Duty Station  | <b>Manila, Philippines</b>  |
| Position Type | <b>Consultancy</b>  |
| Duration      | <b>1 June to 31 December 2018 (with possibility of extension)</b> |

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### **Scope of Work**

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Under the general guidance of the Executive Director and the direct supervision of the Director of Strategic Initiatives, and working in close collaboration with officers and staff of the PRF's technical and administrative services, the Manager, Knowledge Platforms will be responsible for planning, developing and coordinating the organization of PEMSEA's Seas of East Asia Knowledge Bank (SEAKB) as a regional knowledge hub for coastal and ocean governance and blue economy.

The objectives of the SEAKB are to: 1) facilitate improved knowledge management, dissemination and access among stakeholders; 2) raise PEMSEA's visibility; 3) promote blue economy growth. The Manager, Knowledge Platforms will oversee the deployment, adoption and ongoing improvement of the SEAKB, including:

- Developing and implementing a **strategy and roadmap for fully operationalizing the SEAKB**, including objectives, KPIs, processes and activities to drive promotion, adoption and sustainability of the platform for improved knowledge management, dissemination and accessibility across the EAS region, and with other LMEs and regional seas programmes globally.
- Gathering feedback from PRF staff and PEMSEA stakeholders to continually assess and **upgrade the features and services** provided by the platform to PEMSEA partners and other regional and international organizations.
- Developing relationships and collaborating with relevant **regional and international organizations** for strengthening knowledge sharing, (e.g., academia, IW:LEARN, LME:LEARN, LME programmes, regional seas programmes, ASEAN, BINGOs/NGOs, etc.)
- Establishing linkages to/between **other relevant ocean-focused knowledge management platforms** and the SEAKB.

- Managing web developers in the design, development and maintenance of partner platforms established by PEMSEA, e.g., the **PNLG SAP 2016-2021 tracking system, PNLC Network, WPEA, etc.**
- Proactively and systematically **seeking out and curating new, relevant content** and knowledge products for inclusion in the e-Library, e-Directory and other sections of the SEAKB, including a process for validating the quality of proposed resources.
- Working closely with the PEMSEA Librarian for **day-to-day maintenance of the SEAKB knowledge products**, including proper tagging and uploading of resources and responding to user inquiries.
- Working closely with PRF communications staff and consultants to **promote awareness and use of the SEAKB**, including use of digital and social media, speaking opportunities, communications campaigns and other channels for awareness-building.

### Expected Outputs

- SEAKB strategy and roadmap
- Measurable improvement in use of the SEAKB platform
- Consolidated feedback on SEAKB features, with highest priority updates incorporated
- Population of SEAKB e-Library and -Directory with new, relevant resources
- New regional and/or international partnerships established for strengthened knowledge sharing and dissemination
- Maintenance of partner knowledge platforms (e.g., PNLG SAP, PNLC, WPEA, etc.)
- Regular promotion of the SEAKB through PEMSEA communications channels
- Speaking engagements for awareness-building of PEMSEA's knowledge management platforms

### Qualifications

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- Excellent program management skills and demonstrated experience in managing international projects with activities in multiple countries;
- Basic knowledge of the coastal and marine sector and its role in sustainable development;
- Demonstrated ability to take initiative and work independently with limited supervision;
- Experience of working in a multicultural team and proven ability to build relationships with project partners;
- Excellent background on knowledge dissemination and knowledge management processes;
- Graduate degree in a relevant discipline;
- Excellent abilities in the use of ICTs, including developing and using web-based resources, especially for project management and remote communication;
- Ability to distill complex info into simple summaries
- Fluency in English is required;
- A minimum of five years relevant professional work experience.

## **Submission of Applications**

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Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to [info@pemsea.org](mailto:info@pemsea.org). Kindly indicate the vacancy number and post title when applying (in the subject line) by email. The deadline for submission of application is **20 May 2018**.

## **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates that are shortlisted for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.

For more information on PEMSEA Resource Facility, please visit the website at [www.pemsea.org](http://www.pemsea.org).

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