



Advertisement:

Data & Knowledge Manager, MENA

Full-time. Based in Turkey, Lebanon or Jordan with
up to 30% travel

October 2017



R-ID-056

Data & Knowledge Manager, MENA ToR 2017**Full-Time. Based in Turkey, Lebanon or Jordan with 30% Travel****Who we are:**

Integrity sets the international standard for ethically delivered, expert services in challenging, complex and fragile environments. We work to assist our clients in the international community and the global private sector to transform conflict and build stability, accountability and prosperity. We aim to help our clients succeed in fragile and challenging environments while building trust and giving a voice to local people.

We deliver five key services: programme management and implementation / programme design, monitoring and evaluation / stakeholder engagement / capacity development / research and analysis.

Our services are underpinned by the principles on which the company was founded: an expert understanding of local context, ethical procurement and contracting, and a commitment to high quality work. Through our project delivery we fulfil our mission to build local skills and capacity by investing in sustained and equitable relationships with local partners.

Integrity employs a multinational team of project managers and implementers, thematic and regional experts, researchers, evaluators and analysts with years of experience delivering complex programmes in fragile geographies across Africa, Asia and the Middle East.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of work:

The Data and Knowledge Manager, MENA (DKM/M) is a management position within Integrity's Directorate Operations based in MENA. The role offers an experienced professional the chance to develop Integrity's Data and Knowledge Management (DKM) services for projects across the region. DKM/M sits on Integrity's DKM Committee, with group oversight of Integrity's DKM direction, coordination and feedback to ensure effective strategic and operational DKM support is provided to the company. The role is managed by Director Operations and will work closely with the DKM team in London.

Terms of Reference:

DKM/M is a key part of the team responsible for nurturing Integrity's growing reputation as a provider of DKM services to its sector. The role requires demonstrable competence building and maintaining strong working relationships with both internal and external clients across multiple geographies. The DKM/M will be an innovative, driven individual with a proven track record of successful delivery of data and knowledge management service. The DKM/M role requires personal skills and sector knowledge to understand client demands, the technical skills to create tailored solutions and the operational skills to train and institutionalise the DKM internally.

A. Project delivery and support (60%)

- Provide billable DKM services to the MENA portfolio including programme information management systems (out-of-the-box and/or bespoke), data collection tools and communications platforms.
- Initiate, provide and enable data visualisation (including infographics, map-based visualisations, interactive dashboards) for proposals and project deliverables.
- Ensure Integrity's MENA portfolio meets the company's information security protocols and facilitate best practice across the MENA team.
- Provide DKM leadership and expertise in MENA in coordination with the London-based DKM team.
- Enable timely procurement and configuration of IT hardware.

B. Business development and relationship management (20%)

- Identify, analyse and realise donor demand for DKM services in MENA.
- Identify DKM opportunities and build relationships with clients, consultants and partner organisations, demonstrating Integrity's 'toolkit' and track record.
- Build a network of regional DKM consultants to meet demand and services.
- Design and maintain Integrity's MENA DKM Capability Statement and external communication materials.
- Ensure DKM representation at, and contribution to, relevant MENA events, seminars and training programmes.

C. DKM strategy delivery and development (20%)

- Contribute to DKM strategy and the DKM Committee.
- Be responsible for Integrity's DKM systems and structures in MENA in line with company policy and procedure.
- Identify new DKM systems and processes to improve efficiency.

- Facilitate Integrity's compliance with all relevant UK, EU and client-specific information security legislation.
- Provide MENA regional DKM incident response and support.
- Responsible for delivering DKM inductions and regular training for all MENA team members.

Education and Experience:

The candidate will have:

- 3+ years' experience providing DKM services to regional projects, ideally in MENA-focused international development.
- Proven ability to build and maintain client and team relationships.
- Strong written and verbal communication in English.
- Proven IT asset management experience.
- Experience administering/using Open Data Kit services, JavaScript, qualitative/quantitative analysis software, data visualisation.
- Ability to work under pressure, to tight deadlines and in handling difficult situations.

Desirable:

- Qualification in a relevant field up to Bachelor degree level.

Competencies:

The candidate will be able to:

- Seek best practices inside and outside Integrity to anticipate change.
- Take new initiatives aimed at improving team performance.
- Independently engages in tasks requiring interpretation of complex and often vague sets of information.
- Look for ways to add value beyond customers immediate requests and act on them.
- Promote and encourage others to keep up to-date with Integrity's rules, structures, decision-making processes, networks, relationships and environment.

Languages:

- Written and oral fluency in English.
- Fluency in Arabic.

How to apply:

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

Closing date for applications: **30 November 2017**

Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in Turkey

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



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