Chief Knowledge Officer, Odisha Skill Development Authority

Role Title	Chief Knowledge Officer, Odisha Skill Development Authority
Role Purpose	The Chief Knowledge Officer will:- (i) Develop, support and facilitate knowledge and information management related to implementation of the World Skill Center project as well as the other projects of Odisha Skill Development Authority, including documentation of all key activities and learning points and producing knowledge products accordingly in order to facilitate replication of good practices and learning; (ii) Identify, develop and implement modules for capacity development activities, including training courses, seminars and workshops through a comprehensive consultation process with appropriate stakeholders to ensure that the modules identified/ adapted and/or developed are based on current policies and needs of the OSDA.
Reports to	• Chief Executive Officer, Odisha Skill Development Authority

Key Areas of Responsibility and Accountability

1. **Responsible for developing, supporting and facilitating knowledge and information management related to implementation of the, including documentation of all key activities and learning points and producing knowledge products accordingly in order to facilitate replication of good practices and learning**.

    (a) Develop and implement the Knowledge Management plan for OSDA
    (b) Ensure effective process of collecting and disseminating lessons learnt from workshops, seminars or trainings organised or attended by the OSDA's officials as well as other relevant sources;
    (c) Conduct research, document and generate knowledge materials to be published in both web-based and printed forms;
    (d) Analyse collected lessons learnt and provide recommendations for best practices in improving overall operation of the OSDA;
    (e) Work closely with Technology Officer in enriching and updating web page of the OSDA;
    (f) Play a key role in knowledge integration and dissemination, as well as introducing new tools and technology that can enhance the function of the OSDA;
    (g) Establish effective networking with relevant networks, organisations and other partners in developing knowledge products related to the skill Development

2. **Identify, develop and implement curriculum and modules for capacity development activities, including training courses, simulation exercises, seminars and workshops through a comprehensive consultation process with appropriate stakeholders to ensure that the modules identified/adapted and/or developed are based on current policies and needs of the OSDA**.

    (a) Identify the training needs, develop training modules/curriculum and support the organisation of the capacity building activities;
    (b) Conduct evaluation on the conduct of the capacity building activities, and use the

	evaluation result as basis to improve the existing programmes, SOPs, modules, handbooks, guidelines, and manuals;
	(c) Establish effective networking with relevant networks, organisations and other partners in planning and organising knowledge events related to skills including skill competition;
	(d) Develop and maintain a database that consists of, among others, trainers, speakers, resource persons, and training providers;

Qualification, Experience & Essential Knowledge

- Preferably Master's degree in Technology/Social Science with at least ten (10) years of work experience with proven track record and exposure to knowledge management and capacity development;

- Exposure working in a Knowledge Management Profile in a government and/or international organisation;

- Experience in managing a broad range of activities with various international organisations, partner institutions and stakeholders;

- Knowledge of Skill Development will be an advantage; Ability to connect the concepts to the practices and applications on skill issues;

- Good skills in capturing, analysing, managing, retrieving and disseminating information effectively using appropriate information systems;

- Good skills of developing a training curriculum through consultations with various stakeholders;

- Good skills in developing a variety of written materials for audiences with different levels of understanding to the materials or subject matters presented;

- Good knowledge and understanding of information and communications technology;

- Excellent computer skills, including developing graphics for presentation materials; and

- Good command of the English language, both spoken and written

Technical Competencies	**Behavioural Competencies**
- Knowledge of developing, supporting and facilitating knowledge management.	- Team management
	- Monitoring skills
- Knowledge for developing and implementing curriculum and modules for capacity development activities	- Communication and partnership skills
	- Flexibility and Adapability

Language requirements

- The job demands speaking English, Hindi and preferably Odia
- The job demands reading and writing ability in English and preferably in Hindi and/or Odia