



WCS **OPPORTUNITY:**
DGE MANAGER, ANDES AMAZON REGION

The Wildlife Conservation Society (WCS) seeks a Knowledge Manager to join the management team of our Andes-Amazon Region. This position provides an opportunity for an outstanding professional with a relevant academic background (M.A./M.S. or higher) and work experience to join a cohesive, passionate, and committed team to save some of the world’s most spectacular wildlife and wild places on Earth. The position is based in Lima, Peru, and entails close collaboration with colleagues in Bolivia, Brazil, Ecuador, Peru, and the New York headquarters, as well as with WCS’s partners. **If you are interested in applying for this position, please send your resume and cover letter to WCSlatinamerica@wcs.org, Ref.: Knowledge Manager, Andes-Amazon Region.**

I. JOB DESCRIPTION

POSITION	Knowledge Manager, Andes Amazon Region	ÁREA	Andes-Amazon Region, Global Conservation
REPORTS TO	Director, Andes-Amazon	COORDINATES WITH	Country Directors, Communication Managers, Senior Andes-Amazon staff, field staff, partners
SUPERVISE:	Assistant, consultants for specific communications products		

II. POSITION OBJECTIVES:

The Knowledge Manager is responsible for the overall Andes-Amazon knowledge sharing strategy, from planning to implementation. The main function of this position is to help champion knowledge sharing among WCS programs and key partners, so that Andes-Amazon field conservation community’s know-how, information and experience is shared inside the organization, and with partners and stakeholders. As we understand it, knowledge sharing involves the whole process from designing and facilitating collaborative mechanisms, to capturing and synthesizing information and turning it into knowledge; to designing the most compelling and user-friendly products, tools and formats to share this knowledge and increase our conservation impact by disseminating best practices and models.

III. RESPONSIBILITIES:

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Lead the design, implementation, and monitoring of WCS Andes-Amazon Knowledge Sharing Strategy.
Promote and support knowledge sharing through WCS Andes-Amazon’s country and thematic programs by, among others, strengthening links between knowledge sharing and the information systems to facilitate seamless exchange of information across systems.
Promote and support collaborative processes, tools, and formats to facilitate capture of knowledge and sharing of ideas and results among internal teams and with external partners.
Provide support for the establishment and nurturing of communities of practice, including workshops, one-on-one guidance, and troubleshooting.
Ensure that knowledge sharing initiatives or events result in compelling, user-friendly, and attractive dissemination materials, including the production of printed or audiovisual materials as needed.
Share experiences across communities of practice, business units, and conservation networks on innovative approaches in knowledge sharing, including preparation of case studies.



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Monitor and evaluate the knowledge sharing program, including external benchmarking and evaluation programs/opportunities.
In collaboration with communications and program staff, disseminate information about the organization's knowledge sharing program and products to internal and external audiences, including organizing knowledge sharing events, maintaining communications on knowledge sharing across the organization and with partners, participation in orientation and training sessions, and preparation of brochures/presentations. Includes preparing a dissemination strategy and work plan.
Promote knowledge sharing through the five Andes-Amazon countries' operation processes by strengthening links between knowledge sharing, professional development, communications and information systems, improving integration and facilitating information exchanges across systems and by working in collaboration with the directive, technical and administrative staff.
Provide training and support to program teams and partners in knowledge sharing tools, replication methodologies, knowledge transfer and exchange technologies or other learning materials.
Work closely with the Andes-Amazon Country Directors, Program Leads, and Communication Managers on all relevant matters.

IV. REQUIREMENTS

ACADEMIC DEGREE
An advanced degree in business, social sciences or communications

LANGUAGES SKILLS	LEVEL REQUIEREMENT*
Spanish and/or English	Fluent; proven writing skills

* **Basic, Intermediate, Advanced, Fluent**

JOB EXPERIENCE
Experience in establishing effective partnerships within and outside the organization.
Familiarity with developing and delivering knowledge sharing programs.
Experience with non-profit organizations, preferably conservation-oriented and/or international in nature.
Fluency and knowledge of online digital platforms, methodologies and tools for learning and sharing content.

QUALIFICATIONS AND SKILLS

JOB SKILLS	DESCRIPTION
Communications	Ability to get consensus and collaboration across multiple countries and areas of expertise; ability to explain complex concepts in layman's language; ability to generate enthusiasm; ability to communicate with all levels of management and staff. Establishing straightforward, productive relationships; treating all individuals with fairness and respect, demonstrating sensitivity for cultural and gender differences; showing great drive and commitment to the organization's mission; inspires other; maintaining high standards of personal integrity.
Learning and knowledge	Open to new ideas; shares own knowledge; applies knowledge in daily work; builds partnerships for learning and knowledge sharing.



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sharing	
Drive for Results	Makes things happen; is proactive; balances "analysis" with "doing"; sets high standards for self; commits to organizational goals
Planning & Organizing	Ability to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning.
Innovation	Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas, thinks "outside the box". Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.
Teamwork	Collaborates with others in own unit and across boundaries; acknowledges others' contributions; works effectively with individuals of different culture and gender; willing to seek help as needed. Influencing and resolving differences across organizational boundaries: Gaining support and commitment from others even without formal authority; resolving differences by determining needs and forging solutions that benefit all parties; promoting collaboration and facilitating teamwork across organizational boundaries.
Analytical Thinking and Decisive Judgment	Analyzing issues and problems systematically, gathering broad and balanced input, drawing sound conclusions and translating conclusions into timely decisions and actions.