



TERMS OF REFERENCE

DESIGNATION: KNOWLEDGE AND INFORMATION MANAGEMENT (KIM) OFFICER

Background

Unilab Foundation Inc (ULF) is the corporate foundation of United Laboratories, Inc. It was established in 2011 and became operational in 2012. ULF aims to achieve long term, transformational impact in the areas of Science, Technology, Engineering and Mathematics (STEM) education and careers, Mental Health and Well-being, and Youth Engagement. ULF is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry, academe and the private sector to address development issues and deliver solutions in a coordinated manner.

ULF's purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will

- improve the mental health and well-being of young Filipinos.
- nurture integrated STEM learners, innovators and workforce.
- improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF has three (3) Programs and (2) Program Enabling initiatives which are the necessary and sufficient action steps that will enable ULF to achieve its purpose.

- **STEM+ PH:** STEM+ PH Program helps the Philippines become future-ready and enables innovators to create solutions for development problems using integrated STEM principles. Working with partners, the Program focuses on teacher development, curricular innovation, learner engagement, research, policy advocacy and STEM leadership alliance-building.
- **Heads Up PH:** Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- **Youth Forward PH:** The Program enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.

A unique feature in ULF is its ability to scale up interventions to reach more beneficiaries through the establishment of new NGOs. This allows for greater reach of



proven interventions, while creating the space to be able to develop new social innovations addressing other areas of need. Currently, there are three Spin Off entities that ULF is committed to providing with Organization Development support during their first five (5) years of operation.

Project Inclusion Network (PIN) - PIN is a non-profit organization established to scale-up the reach and impact of ULF's innovations in disability-inclusive employment.

Positive Youth Development Network (PYDN) – PYDN is a non-profit organization established to scale and sustain the Ideas Positive innovations and in addition, undertake pioneering work in youth development and accreditation towards building strong, socially- aware, and sustainable youth organizations responsive to the evolving needs and opportunities of the country.

Center for Integrated STEM Education (CISTEM) – CISTEM was initially established in 2019 by Unilab Foundation's STEM+ PH as one of its sub-Programs. CISTEM has now transitioned as an independent non-profit organization committed to building a culture of inquiry and innovation through the application of STEM skills for nation-building.

These Programs and the overall operations of ULF are supported by the Administration, Finance and HR, and Strategic Support Units. These units are responsible in ensuring that the appropriate systems and processes are in place and updated in accordance with the emerging needs of the organization. Among the needs identified as a result of previous ISO Audits and the recent Midyear Review and Action Planning is Organizational Development focusing on the areas of Absorptive Capacity, Building Competencies and Career Pathing, Improving the Business Process, Program Development, and Implementation.

Purpose

The Knowledge and Information Management (KIM) Officer will report to the Strategic Support Director and will be part of the Strategic Support Unit. This position is primarily responsible in facilitating and supporting the development of a knowledge and information management system and an implementation plan that will enable ULF to develop, capture and share information on results and best practices from our projects and programs. The position will also lead the implementation of the KIM Plan.

Duration

July 2023 to June 2024



Scope of Work

The successful candidate will be responsible for the following:

1. Co-develop and implement a knowledge management strategy and within this framework, work collaboratively with program staff to identify, and prioritize types of knowledge that will be developed and captured.
2. Develop/update and implement an annual ULF KIM Plan (in collaboration with the Monitoring, Evaluation and Learning/MEL manager) consistent MEL Plan.
3. Support the MEL manager or designated staff in developing the MEL database.
4. Drive a learning agenda to foster development and use of best practices and improve program outcomes and support the creation of culture of sharing knowledge among the teams. This would include working with the MEL Manager and Communications Manager and organizing learning sessions for sharing lessons learned, evaluation dissemination and other relevant learning sessions (such as regular brown bag sessions) across the teams.
5. Assist teams in conducting research or by drawing upon knowledge products in order to provide input to teams to support the development of concept proposals.
6. Support the facilitation and management of Information Technology (IT) requirements of the staff and the organization, in collaboration with CIT.
7. Undertake periodic environmental scanning, analysis of internal and external stakeholders and development sector opportunities for ULF.
8. Monitor risks that may affect ULF operations.
9. Monitor new policies, legislation or the like that may have an impact on ULF's standing policies in knowledge and information management, such as but not limited to, data collection and privacy, trademarks and proprietary policies.
10. Work with Admin team in developing, implementing and monitoring compliance to filing conventions and document management consistent with Quality Manual and data privacy requirements including through the purchase of secure data storage facilities or services.

Knowledge, Skills and Abilities required

1. At least 3 years' experience in working in the development sector, preferably in education, health or youth-focused projects or at least 3 years' experience in organizing learning activities and events and /or implementing knowledge management strategy.
2. Knowledge of KIM strategies and activities.
3. Relevant experience on IT-related interface of KIM functions.
4. Strong interpersonal skills and ability to coordinate effectively with multiple, diverse teams.
5. Strong Research and analytical skills.
6. Excellent communication, computer application, data management, reporting, and presentation skills.
7. Relevant educational /professional degree and certifications.

Selection Criteria



1. Demonstrated experience in working in the development sector, preferably in education, health or youth-focused projects and/or demonstrated experience in organizing learning activities and events and /or implementing knowledge management strategies.
2. Demonstrated experience on KIM strategies and activities.
3. Demonstrated experience on IT-related interface of KIM functions.
4. Demonstrated strong interpersonal skills to coordinate effectively with multiple teams.
5. Demonstrated ability to conduct research and analysis.
6. Excellent communication, computer application, data management, reporting, and presentation skills.
7. Relevant educational/professional degree/s and certifications. Degree in library science and/or certification in knowledge and information management preferred.

To apply, please send a cover letter, your claims against the selection criteria (of no more than a page) and curriculum vitae to: hr@unilabfoundation.org

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.