## I. JOB IDENTITY

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| Job Title | : | Knowledge Management Specialist |
| Directorate | : | Climate and Market Transformation |
| Direct Supervisor | : | Plastic Smart Cities Program Manager |
| Scope of Work | : | National |
| Work Location | : | Jakarta |

## II. PURPOSE OF THE POSITION

The **Knowledge Management Specialist** plays a pivotal role in achieving the objectives of the **Plastic Smart Cities Project** by developing, managing, and strategically disseminating knowledge to foster sustainable urban practices and innovative solutions for plastic waste reduction. This position ensures that critical data, research findings, and best practices are systematically gathered, analyzed, and shared to drive evidence-based decision-making and capacity building among stakeholders. The focus of this role includes:

- **Knowledge Strategy Development:** Establishing and maintaining a robust knowledge management framework tailored to the unique challenges of urban plastic waste management. This involves aligning the framework with global standards, donor expectations, and the overarching goals of the Plastic Smart Cities initiative.
- **Data-Driven Insights:** Supporting cities to adopt sustainable practices by collecting, analyzing, and synthesizing quantitative and qualitative data related to plastic pollution, waste flows, and circular economy models. Insights generated will guide project implementation and support advocacy efforts for policy change.
- **Promoting Collaboration and Learning:** Acting as a knowledge bridge among various stakeholders, including municipal governments, community organizations, private sector actors, and international partners. This entails fostering a culture of learning and collaboration by sharing actionable knowledge products such as toolkits, case studies, success stories, and guidelines.
- **Capacity Building:** Equipping city-level teams, partners, and stakeholders with the tools, methodologies, and skills needed to implement and scale effective waste reduction strategies. This includes conducting workshops, developing training modules, and facilitating peer-to-peer learning opportunities.
- **Scaling Impact Through Innovation:** Identifying and promoting innovative practices and technologies that cities can adopt to minimize plastic waste. The Knowledge Management Specialist will also evaluate the scalability and replicability of solutions, ensuring knowledge is packaged and disseminated for broad impact.

By driving a cohesive and well-structured knowledge management approach, this position ensures that the Plastic Smart Cities Project serves as a global model for sustainable urban development and accelerates the transition toward a circular economy.

## III. ROLES & RESPONSIBILITIES

### A. Knowledge Management Framework Development

- Design and implement a knowledge management framework tailored to the objectives of the Plastic Smart Cities Project.
- Align knowledge management processes with project goals and international best practices in sustainable urban development and waste management.

- Synthesize data into actionable insights to inform project strategies, stakeholder engagement, and policy recommendations.
- Train city-level project teams and stakeholders in knowledge management tools and best practices.
- Build the capacity of municipal authorities, NGOs, and local communities to adopt data-driven approaches to plastic waste management.
- Facilitate knowledge sharing and collaboration among participating cities, project partners, and external stakeholders.
- Maintain partnerships with government bodies, academia, private sector actors, and NGOs to foster collective action on plastic waste reduction.

## B. Reporting, Documentation, and Dissemination

- Prepare and disseminate regular knowledge products such as case studies, best practice reports, and dashboards that highlight the project's progress.
- Ensure accurate and timely documentation of project achievements, lessons learned, and innovations.
- Develop tailored reports for various audiences, including donors, government agencies, community organizations, and internal teams. Ensure reports meet specific requirements and include actionable insights
- Maintain a consistent reporting schedule to keep all stakeholders informed of the project's progress and impact.
- Update a centralized digital repository where all project-related documents, reports, and tools are stored.
- Use multiple channels (e.g., workshops, webinars, publications, online platforms) to share knowledge products widely among stakeholders.
- Review and validate all documentation to ensure accuracy, completeness, and compliance with donor and organizational standards.
- Woking close collaboration with PSC project team for project data collection including numerical, social, and policy data as well as developing the knowledge products

## C. Reporting Authority

The Knowledge Management Specialist will be reporting directly to the Plastic Smart Cities Project Coordinator and will be working closely with the related Program Managers and having regular coordination with other unit heads in support divisions.

| Internal Working relationships: | • Close coordination with People and Operation Team, Executive Office Team, Finance & Administration Team, Partnership & Communication Team and other relevant teams. |
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| External Working Relationships: | • Close coordination with external parties such as *National and Local Government, Legislator, CSO, Communities, NGO, Corporate, Universities, Research Institutions, Donors*, and other *WWF Network Office*. |

## IV. REQUIREMENT

To be successful in delivering above-mentioned main responsibilities and meeting the organization's goals, S/he must meet the following requirements:

| Knowledge & experiences | • Master's degree in environmental science, Urban Planning, Knowledge Management, or a related field (Master's degree preferred).<br>• At least 5 years of relevant experience, particularly in urban development, waste management, or nonprofit sectors. |
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| Technical/specific knowledge | • Proven expertise in managing data and knowledge in projects with an environmental focus.<br>• Familiarity with waste management systems, particularly related to plastic reduction.<br>• Strong research and analytical skills<br>• Experience with monitoring, evaluation, and learning (MEL) systems.<br>• Knowledge of circular economy principles and geospatial systems (e.g., GIS tools) is an advantage.<br>• Excellent written and verbal communication skills in English is essential |
| Core competencies | • Trustworthy, decisive, courageous, and resilient.<br>• Passion for conservation and WWF's mandate<br>• Embraces the WWF mission and values of the organization: Courage, Integrity, Respect & Collaboration.<br>• Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly |

## V.  VALUE IN ACTION

| Courage | • Strive for impact – we set and realize ambitious goals<br>• Take risks, despite the fear of failure, and we innovate without fear<br>• Dare to make decisions and act on them<br>• Speak up, even when it's hard to do |
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| Integrity | • Walk the talk – do what we say we will do<br>• Firm yourself and others to be responsible for the values we stand for<br>• Acknowledge and challenge our own assumptions and biases<br>• Take responsibility for our Actions and their impact |
| Respect | • Create a safe and equal space for dialogue<br>• Value others' time, priorities, and contributions<br>• Listen deeply, and without judgment to see through other people's eyes<br>• Treat everyone fairly, and champion diversity and inclusion |
| Collaboration | • Build trust and relationships<br>• Asking for and offering help<br>• Share knowledge while acknowledging the expertise of others<br>• Deliberately create and support diverse alliances |

**At Yayasan WWF Indonesia we are committed to creating an inclusive working environment, where diversity is valued and there is equality of opportunity. We therefore welcome applications from all sections of the community, and we offer a range of benefits to encourage a work life balance.**