

**JOB DESCRIPTION**

**POSITION: KNOWLEDGE MANAGEMENT SPECIALIST**

**Job Reference: NBI /BWP/002/2026**

<b>Department</b>	Basin Wide Program	<b>Location</b>	NBI Secretariat Entebbe, Uganda
<b>Reports To:</b> Deputy Executive Director/Head Basin Wide Program			
<b>Job Group:</b>	Regional	<b>Career Family:</b>	Information Science
<b>Date Reviewed:</b> May 2026			
<b>Direct Reports:</b> None			
<b>JOB DESCRIPTION</b>			
<p><b>Job Purpose</b></p> <p>The Knowledge Management Officer is responsible for the systematic capturing, archiving, and effective utilization of knowledge resources generated through NBI’s programs. The knowledge management activities transform NBI as a learning organization thereby greatly leveraging the use of the wealth of knowledge it has accumulated on cooperative management and development of the shared Nile Basin water resources. Managed effectively, Knowledge Management thus leads to an enhanced shared understanding of the water resources of the Nile Basin thereby supporting informed riparian dialogue for sustainable management of the shared Nile Basin water resources, on the one hand, an efficient design, and implementation of NBI’s activities and avoiding duplication of efforts and wastage of resources.</p>			
<p><b>Key Responsibilities</b></p> <p><b>1. Knowledge system development and management</b></p> <ul style="list-style-type: none"> <li>• Identify strategic knowledge gaps that are needed for NBI’s business at various levels, such as water resources management, policy analysis (environmental and social management), stakeholder involvement, etc.</li> <li>• Develop specifications of knowledge contents that are needed to fill those gaps, periodically update the status of filling those gaps and update the list of knowledge gaps.</li> <li>• Lead the development, deployment and maintenance of the NBI Knowledge system, including the day-to-day operation of the system once deployed.</li> <li>• Liaise with SAPs in the identification of knowledge gaps, available knowledge resources and preparation of knowledge products.</li> </ul> <p><b>2. Knowledge generation, archiving and maintenance</b></p> <ul style="list-style-type: none"> <li>• Develop an inventory of available knowledge resources in NBI centres that can be used to fill the gaps and those knowledge contents that need to be generated to fill the gaps.</li> <li>• Prepare knowledge products (contents) to support basin-wide water resources management in the Nile Basin. Such knowledge contents shall include; the water balance</li> </ul>			

of the various sub-basins of the Nile, Hydropower development opportunities, Agriculture development opportunities (rain-fed and irrigated), climate variability and change implications on the Nile Basin, socio-economic profile of the Nile Basin.

- Contribute to the preparation of strategic papers planned under Component 1a of NCoRe, including supporting technical analysis and review of working papers.
- Collaborate closely with the GIS/RS and Information Systems Manager in the production of knowledge products to meet the needs of various NBI stakeholders.
- Assist in the identification of indicators for river basin monitoring and evaluation of these indicators periodically as per the guidance from the Head, of Water Resources Management.
- Lead the design, development, production and dissemination of the Nile River State of the Basin report.
- Collaborate with the NBI communication team in the production, dissemination of knowledge and communication products.
- Contribute to the periodical reports prepared by the WRM Department.
- Maintain quality assurance and facilitate effective monitoring and evaluation.
- Carry out other related tasks as requested by the Head of the Water Resources Management Department.

### **3. Project Management Support**

- Develop the concept for and implement cross-NBI-center coordination mechanisms on knowledge management to enhance knowledge sharing and ensure consistent approaches are used for knowledge production, systematic archiving and dissemination.
- Supervise consultants' performance, relevant to speciality, to ensure relevance and quality, including reviewing technical documents.

### **4. Library & Documentation Science**

- Set up the physical and electronic regional library/archives as well as support the establishment of the centre libraries for harmonisation purposes.
- Manage the two web-based knowledge tools i.e. the e-library and the Nile information systems by uploading knowledge products for use access, opening accounts for web users, digitization of KM products for new and closed projects.
- Catalogue books, documents and audio-visual materials using standard cataloguing procedures and guidelines.
- Update and maintain the Intranet and other internal library records, spreadsheets and databases Indexing web resources, news releases, and in-house publications.
- Post and classify reports and documentation into the archives.
- Search print and online sources to retrieve bibliographic information, articles, and statistics.
- Organize yearly knowledge management workshops and meetings and provide user training on Information access and use.
- Perform Intranet-related tasks such as designing reports and deleting outdated web resources.
- Avail literature to support research in the universities in NBI countries.
- Build partnerships/networks with national, regional and international libraries to strengthen the NBI knowledge base.
- Verify bibliographic information and order materials for libraries and departments.
- Maintain records for all library acquisitions in the acquisitions database.

- Manage and maintain the circulation system of the library and maintain a record of library users.
  - Design the virtual library system and manage the resource database.
  - Perform library administrative tasks like; collection development such as monitoring new publications, shelving, preparing materials for binding/repair, and maintaining correct serials holding information.
  - Carry out user surveys to solicit feedback on NBI library/Nile –IS resources and services, and contributions to the NBI knowledge repository.
  - Work closely with the communications department when developing knowledge products and upgrading the website.
  - Train young professionals in the field of library and information science.
5. Flexibility to perform assigned tasks from time to time.

### JOB CONTEXT

**Job Complexity:** The job takes up considerable time processing incoming documents i.e. classification, cataloguing and indexing data is very cumbersome and physical.

**Creativity, Innovation & Problem Solving:** The job is flexible and allows the task manager to come up with numerous innovative ideas like software to be used, digitization projects, and referencing and cataloguing systems that are user-friendly. The job holder is required to continuously seek opportunities to improve upon the efficiency and effectiveness in terms of time spent delivering results and quality of results.

**Consequences of Error:** There is hardly any consequence of error as the job entails compliance with international coding systems.

**Leadership & Human Capital Development:** The jobholder provides coaching for users on how to use library systems and web-based resources, trains staff and supervises library users and young professionals.

**Service Delivery & Customer Focus:** The jobholder is required to share and exchange knowledge, respond to user needs as they arise, provide regular training on web-based systems and support the establishment of information centres in different sectors. This role is service oriented.

**Information Resources:** The job holder is responsible for ensuring users are registered, providing regular usage statistics for web-based knowledge tools and ensuring that all catalogues of all existing publications are in place.

**Financial & Physical Resources:** The jobholder ensures all equipment bought or the library is there for physical verification audits and provides monetary accountability when they return from missions. S/he is responsible for various company assets given to him to facilitate him/ her in the performance of the duties as required by the office e.g. computer, photocopy, printer, barcode scanner, digitizer, telephone, laptop.

**Dexterity:** The jobholder requires accurate hand/eye coordination to process data, stock taking and back and forth movement.

**Mental/Sensory Demand:** The jobholder is required to have data management skills, classification and cataloguing, report writing, reading, data entry and supervision.

**Physical Exertion:** The job requires significant physical energy as there is a lot of setup work for new sections, retrieving and returning books, and long sitting hours during data entry and book digitization.

**Working Environment & Occupational Hazards:** The library is in an isolated location, and in case of an emergency, it may not be easy to reach the staff on time. The job holder may be

subjected to normal office environment hazards such as sitting for long periods, fire, dust, water, etc.

## **JOB SPECIFICATION**

### **Qualification**

#### **Minimum**

- Bachelor's degree in Information Science, Documentation/Information Management
- Additional short courses e.g. Knowledge Management and Electronic Digitization

#### **Desirable**

- Knowledge of Relational Database Management Systems and ability to create and link databases and protect the integrity of data and information.
- Master's degree in information or Knowledge Management / M&E or equivalent will be an added advantage.

### **Experience**

#### **Minimum**

- Five (5) years relevant experience.
- Considerable experience with setting up information systems and networked applications and office automation systems and demonstrated working knowledge of library systems.

### **Skills Required**

- Ability to identify user needs and, information data sources and types including applications.
- Good customer relations and management skills.
- Good organizational skills, good public relations and be a team player.
- Cataloguing and classification skills.
- Records management skills.
- Strong communication, interpersonal and presentation skills including ability to write reports and prepare relevant publications.
- Computer skills including the ability to operate computerized library, spreadsheet, word-processing, spreadsheets, email, database and graphics.

### **Working Relationships**

#### **Internal Contacts**

- NBI staff

#### **External Contacts**

- Project Team, MEL Manager
- Consultants
- National and Regional Libraries, Academic institutions, Research Institutions  
Professionals