

# The Charles Darwin Foundation for the Galápagos Islands is looking for a Knowledge Management Officer for the “Habla Tiburón” project

Application deadline: April 08, 2024

## Introduction

The Charles Darwin Foundation (FCD) is an international non-profit organization founded in 1959 and based in the Galápagos Islands, a UNESCO World Heritage site located 1,000 kilometers off the coast of Ecuador. All research programs operate from the Charles Darwin Research Station (CDRS) under the FCD's mission to address the major threats and challenges to the Galápagos through scientific research and conservation action, aiming to safeguard one of the world's most important natural treasures.

In partnership with the World Wildlife Fund (WWF)-Ecuador, the FCD is launching a new development project made possible by the United States Agency for International Development (USAID). The project aims to strengthen fisheries governance, promote responsible fishing practices, and conserve sharks and rays in Ecuadorian waters. The ambitious project, known as "Habla Tiburón," will extend over five years and seeks to empower fishing communities on the continental and island territories of Ecuador to become leading commercial centers for responsibly sourced seafood in the region and internationally, while reversing the severe population declines of sharks and rays observed in the Eastern Tropical Pacific in recent decades.

The Habla Tiburón project aims to implement actions to achieve the reduction of ray and shark catches through three strategies:

Markets and conservation incentives to reduce the mortality of rays and sharks in incidental fishing. Strengthening participatory, inclusive, and gender-sensitive governance processes for pelagic fisheries impacting sharks and rays in the Exclusive Economic Zone of Ecuador.

Strengthening national authorities' monitoring, control, and enforcement capacities to combat Illegal, Unreported, and Unregulated (IUU) fishing and the involvement of fishing associations to achieve this goal.

To fulfill the project's objectives, the addition of a person to the position of "Knowledge Management Officer" is required, who will be part of the Project Management Unit (PMU).

## Objectives

In general, the goal is to manage the knowledge generated by the Habla Tiburon project within the three outlined strategies.

Specifically, the objectives are to: a) mediate knowledge management at internal levels (e.g., FCD, collaborating institutions) and external levels (e.g., government, fishing cooperatives); b) organize the information produced by the project; c) curate data, process information in various formats, and make it available on accessible platforms for understanding by the target audiences.

## Reporting Level

The Knowledge Management Officer will report to the Project Manager. The project management team also involves a Communications and Reports Officer and a Project Financial Officer.

The Knowledge Management Officer will work closely with the FCD's management team, technical teams, and IT department to develop a knowledge management plan, securely compile and organize data in repositories, and make information and knowledge available to different target audiences. This will ensure the successful achievement of expected results and the project's short— and long-term objectives.

## Minimum Requirements

- Bachelor's degree in technical disciplines (e.g., Biology, Geography, Statistics, Technical Engineering, and related fields).
- Master's degree in Data Science, Data Analysis, or related fields.
- A minimum of 3 years of experience (including postgraduate and work experience) in knowledge management, data science, and data visualization.
- Fluency (spoken and written) in Spanish and English. Proficiency and skills in document drafting in both Spanish and English.
- Experience working in interdisciplinary and multicultural environments.
- Competence in handling Open Data concepts and Open Source-based data visualization and presentation software tools (e.g., Python: Pandas, Numpy, Plotly, Dash; R: Dplyr, Tidyverse, lubridate, reader, feather).

## Desirable Requirements

- Knowledge and experience in project management, particularly Monitoring, Evaluation, and Learning (MEL).
- Work experience in marine coastal issues and environments.
- Experience and knowledge of data management methodologies and tools, especially regarding security and availability.
- Proficiency in Geographic Information Systems (GIS).

## Skills

- Remarkable professional and interpersonal communication skills.
- Service and results-oriented.
- Excellent analytical skills and ability to present processed data.
- Teamwork skills.
- Initiative and proactivity.
- Adaptability to work under pressure.
- Creativity.

## Responsibilities

This position requires attention to both administrative and technical tasks, as described below:

### a) Data and Information Management (Administrative Component – 30%)

- Ensure the execution and fulfillment of all knowledge management objectives of the project.
- Adhere to FCD and USAID policies, procedures, and regulations for knowledge management.
- Develop and maintain data and information management models in close coordination with the FCD IT team.
- Manage the data lifecycle, from the collection (performed by the project's technical staff) to storage, following FCD's security policies and the required standard for USAID-funded projects.
- Work with the FCD IT team to optimize data processing and extraction.
- Perform other activities assigned by the Project Manager to support the project's successful implementation.

### b) Development (Data Science – 70%)

- Ensure that initiatives developed within the data science approach are aligned with the project's objectives and goals.
- Process information and make it available on platforms accessible to target audiences in various formats.

- Process and create visual representations (visualizations) of data to facilitate the understanding of scientific information generated by the project for the target audience.
- Provide the Project Management Unit with data and findings from the technical teams of FCD and WWF Ecuador to inform, illustrate, and document progress reports on the project's performance.
- Develop indicators (of various kinds) to support project monitoring and management.
- Collaborate with project teams to create and manage specific databases administered by the technical staff.

## Conditions of Employment

The person in charge of Knowledge Management will be part of the FCD staff based in Puerto Ayora at the Charles Darwin Scientific Station, Santa Cruz, Galápagos, Ecuador.

This position may require travel within the Galápagos Islands and to continental Ecuador. The person in charge of the Knowledge Management position will faithfully comply with FCD's rules, regulations, and procedural manuals. They must also strictly adhere to the laws and regulations of the Galápagos National Park Directorate and the Governing Council of the Special Galápagos Regime (CGREG).

Salary and benefits will be negotiated based on the candidate's qualifications.

## Restrictions

Pet entry to the Galápagos Islands is prohibited, so individuals interested in the position cannot, under any circumstances, apply for permits to bring them.

## How to Apply

Interested individuals should send the following information via email to [pro.seleccion@fcdarwin.org.ec](mailto:pro.seleccion@fcdarwin.org.ec):

- Updated resume.
- A motivation letter in English (maximum 1000 words) describing their interest in the position and how their profile aligns with the job requirements.
- The names and email addresses of three professional references.

Please send all necessary documents as a PDF file with the subject line "Habla Tiburon—Knowledge Management Officer."

You can contact us at the email address mentioned above if you need more information.