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# Example of Knowledge Management Specialist Job Description

Our company is growing rapidly and is hiring for a knowledge management specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for knowledge management specialist

* Develop an information resource database for the project
* Assists with proposal development in select situations credentials
* Hands-on support (lead where applicable) in all aspects of SharePoint requirement (must be proficient and comfortable with SharePoint technology, including building governance)
* Assist DIM KM team in requirements gathering, needs/gap analysis and preparing/creating recommendations and delivering solutions
* Consolidate all requirements in the production of a (to be defined) DIM publication
* Mine/extract ROK (Return On Knowledge) metrics
* Actively participate in all Corporate Knowledge Management (CKM) network activities – represent DIM KM in meetings, others…
* Participate in all DIM activities, when applicable
* Support and facilitate, as required, the development of training materials and delivery of training events, including the development of content
* Support the team in the set-up of a new framework for Knowledge Management activities

## Qualifications for knowledge management specialist

* 0-1 year of general knowledge/content management and/or research experience/ internship/ project exp
* University degree with demonstrated high academic achievement, ideally with a major in political science, government, public policy, or related fields
* 2-4 years of general knowledge/content management and/or research experience (e.g., within a professional services firm, academia, government, etc) with a focus on the public sector
* Ability to work at computer for extended periods
* Bachelor’s degree or equivalent in communications, media, public relations or related fields
* Relevant work experience in the field of public relations and corporate communications, demonstrating increasing responsibilities and knowledge, preferable in international development or a related field