

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

<b>JOB DESCRIPTION</b>	
<b>1.0 Position Summary</b>	
1.1 Position: Knowledge Management Officer	1.2 Department/Project: Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme
1.3 Category/Grade: Professional-2	1.4 Duty Station: Islamabad with frequent travelling to the programme districts in Sindh
1.5 Reporting to: Programme Manager SUCCESS-RSPN	
<b>2.0 Job Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Prepare 6 monthly and annual donor reports</li> <li>• Document and publish knowledge products for example case studies, blogs, research/policy briefs on the SUCCESS programme interventions</li> <li>• Monthly visits to the project area for interviewing beneficiaries and collecting primary information for developing knowledge products.</li> <li>• Produce and publish factsheets and practice briefs about the programme interventions</li> <li>• Work as team member in organising SUCCESS programme events</li> <li>• Document and publish event reports on the SUCCESS digital media plate forms (<a href="#">website</a>, <a href="#">Facebook</a>, <a href="#">Twitter</a>, <a href="#">Instagram</a> and <a href="#">YouTube</a> )</li> <li>• Provide editorial support to the publication produced by the SUCCESS RSPN/RSPs team members</li> <li>• Keep trail of all relevant programme reports and documents</li> <li>• Support the M&amp;E team in preparation and dissemination annual Key Performance Indicators (KPI) report</li> <li>• Assist the Communication Officer in updating RSPN website and social media sites of RSPN on regular basis</li> <li>• Any other tasks assigned by the Supervisor</li> </ul>	
<b>3.0 Required Qualifications, Skill and Experience</b>	
3.1 Education: Masters or equivalent degree in Social Sciences, Management Sciences or Development Studies from a recognised university/institute.	
3.2 Experience: Preferably 2 years experience in development communications, knowledge management of development projects	
3.3 Skills: <ul style="list-style-type: none"> <li>- Excellent writing</li> <li>- Qualitative analysis</li> <li>- Team player</li> <li>- Skills in photography/videography</li> </ul>	