

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION	
1.0 Position Summary	
1.1 Position: Knowledge Management Officer (Female)	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	
2.0 Job Responsibilities	
<ul style="list-style-type: none"> • Prepare six (06) monthly and annual donor reports • Document and publish knowledge products for example case studies, blogs, research/policy briefs on the SUCCESS programme interventions • Monthly visits to the project area for interviewing beneficiaries and collecting primary information for developing knowledge products. • Produce and publish factsheets and practice briefs about the programme interventions • Work as team member in organising SUCCESS programme events • Document and publish event reports on the SUCCESS digital media plate forms (website, Facebook, Twitter, Instagram and YouTube) • Provide editorial support to the publication produced by the SUCCESS RSPN/RSPs team members • Keep trail of all relevant programme reports and documents • Support the M&E team in preparation and dissemination annual Key Performance Indicators (KPI) report • Assist the Communications Officer in updating RSPN website and social media sites of RSPN on regular basis • Any other assignment given by the Supervisor 	
3.0 Required Qualifications, Experience and Skills	
3.1 Education: Masters or equivalent degree in Social Sciences, Development Studies or other relevant disciplines from a reputable university/institute.	
3.2 Experience: Preferably 2 years experience in development communications and knowledge management of development projects.	
3.3 Skills: <ul style="list-style-type: none"> - Excellent written and verbal communication skills in English and Urdu. Familiarity with Sindhi will be an advantage. - Qualitative analysis - Skills in photography/videography - Self-motivated, team player and action oriented. 	