

Position	Knowledge Manager
Location	Chhattisgarh, Karnataka, Rajasthan
Reporting to	Lead – Operations Support
About IPE Global Centre for Knowledge & Development (CKD)	<p>IPE Global Centre for Knowledge & Development (CKD) is a not-for-profit organisation with a singular focus on women, adolescents and children. We relentlessly pursue building the agency of women, adolescents and children by providing equitable access to health, nutrition, education and 21st century skills, livelihood and employability. With a commitment to leave no one behind, our key principles of diversity, equity and inclusion drive all our goals.</p> <p>CKD was incubated in 2013 by IPE Global Limited, an international development organisation with a track record of implementing multi-sectoral, large-scale, and high-impact development projects across continents. CKD leverages IPE Global's 27+ years of experience and knowledge for maximum impact.</p>
Job Description	<p><u>Position Summary</u></p> <p>CKD is looking for eligible candidates for the position of Knowledge Manager for a large-scale maternal health and nutrition project. The Knowledge Manager will support evidence generation and knowledge management at the state level on the maternal cash plus initiative. She/he will be responsible for conducting research, generating evidence, analyzing program data, preparing reports and policy briefs, documenting best practices and ensuring systematic knowledge sharing to disseminate lessons of the maternal health and nutrition interventions.</p> <p><u>Key Responsibilities</u></p> <p>Knowledge Management Implementation</p> <ul style="list-style-type: none"> • Lead the development and execution of the state-level Knowledge Management (KM) strategy in consultation with state and national teams. • Conduct preliminary analysis of KM needs and gaps within the program, identify opportunities for improvement, and share findings with the national team. • Contribute to the design, development, and maintenance of KM systems and tools, ensuring alignment with project objectives, organizational priorities, and best practices. • Lead the implementation of KM activities, including knowledge capture, documentation, and dissemination. <p>Knowledge capture and documentation</p> <ul style="list-style-type: none"> • Lead the systematic documentation of knowledge and evidence through research, field insights, and ongoing program insights. • Analyze program data and generate evidence-based reports, presentations, audio-visual products, social media compatible products, policy briefs, and knowledge products to inform decision-making and strengthen maternal health and nutrition programming • Draft progress reports, program updates, ensuring the timely and accurate submission of data from the field for internal and external reporting. This includes maintaining relevant documentation such as photos, consent forms, press releases, and other key materials. • Support the development and maintenance of knowledge repositories and databases to ensure that information is well-organized, easily accessible, and regularly updated. • Identify and document best practices, case stories, testimonials, innovations, case studies, and lessons learnt to promote cross-learning and program improvement. <p>Knowledge Sharing and Dissemination</p> <ul style="list-style-type: none"> • Facilitate effective dissemination of knowledge with external partners, government at state and district level, donors and stakeholders. • Coordinate with the state team and facilitate developing the necessary reports in innovative formats and designs for all of the above stakeholders <p>Organizational Learning and Capacity Support</p> <ul style="list-style-type: none"> • Support the design and delivery of KM-related learning events, such as coordinate workshops or training, and peer-learning forums to enhance the capacity of the project staff in KM processes and tools. • Collaborate with internal teams to ensure that lessons learned from past projects and activities are integrated into ongoing and future work.

Qualification & Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Masters degree preferably in Knowledge Management, Information Science, Communications, development studies, Public policy, MSW or similar fields. • 8–10 years of relevant experience in research, technical writing, documentation, and knowledge management within development programs. • Use of creative platforms like Canva and Microsoft and technology design and analyse knowledge and information <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Strong understanding of the local context and prior experience working within the state. • Good sectoral understanding of Maternal & Child Nutrition and Public Health programmes. • Preference will be given to those who have experience working on large scale development programs.
Contract Type and Period	<p>This will be a fixed term contract.</p> <p>The contract will be initially for a period of one year, extendable thereafter, based on performance. CKD is a fast-growing organization with a large portfolio of programmes across India and there could be opportunity for long term association for exceptionally good candidates on mutually agreed terms.</p>
Compensation	<p>The compensation package will be commensurate with qualification & experience and the last salary drawn.</p>
How to Apply	<p>Eligible candidates interested in the position are requested to email their application along with their detailed CV, mentioning 2 references to hr@ipeckd.org. Please mention the name of the position and preferred state in the subject line (Eg: Knowledge Manager, Maternal Health & Nutrition Project, Assam) and notice period, date of joining, current salary/last drawn and expected salary In the email body</p>
<p>CKD is committed to adopting fair, objective, and inclusive employment practices that uphold equal opportunity and foster diversity. We strive to ensure that all employees and prospective employees are treated with dignity and respect at every stage of the employment cycle. Guided by our commitment to diversity, equity, and inclusion, we aim to cultivate a workplace that reflects and responds to varied experiences and perspectives.</p>	