

VACANCY ANNOUNCEMENT

Knowledge Management Specialist

Southasia Institute of Advanced Studies (SIAS), a think tank institution, aspiring to become the 'Centre of Excellence' in South Asia is currently seeking a highly competent and qualified Knowledge Management Specialist to its recently launched research project on cities and climate change. The candidate must have strong flair of writing reports and academic research articles with sound publication records.

Duration: 2.5 years (extendable)

Duty Station: Kathmandu

Duties and Responsibilities

Major duties may include but not limited to:

- Working on a wide range of research projects and employing a range of different research methodologies;
- Working with SIAS based CAMPS (Climate Adaptive and Equitable Management Practices and Strategies in cities in South Asia) team in collecting data, producing field reports, quarterly and six monthly technical reports;
- Producing both written and oral briefs for policy colleagues and ministers, based on reviews of research evidence;
- Responding to external and internal research enquiries from colleagues, government departments, academics, local councils, regional development agencies and members of the public;
- Explaining complex ideas and findings in a way that can be easily understood;
- Keeping up to date with developments in policy and social issues, as well as qualitative and quantitative research methods;
- Delivering presentations at conferences and organizing seminars.
- Reviewing SIAS knowledge product for quality assurance, complete editing and work towards publishing the products.
- Mentoring SIAS based CAMPS research officer(s) to write notes, draft technical reports and academic articles.
- Drafting various technical reports of CAMPS coordinating with research officers, research project coordinator, project coordinator and PI.
- Playing the role of communication officer for PhD support centre, a new enterprise, being established.
- Any other work as required.

Qualification: Candidates who have M.Sc. equivalent or above degree in water resource management, urban planning or development studies are highly encouraged to apply. Female candidates are given preferences. Excellent skills on writing research papers and academic articles, technical reports and knowledge management will be additional advantages.

Salary will be commensurate with experience and proven track records.

To apply

To apply for this position, please e-mail your updated CV and a cover letter by outlining your (a) capacity, (b) reasons for applying for this job, and (c) expected salary by June 20, 2016 to sias-info@sias-southasia.org

SIAS is an equal opportunity employer and maintains workforce diversity.

Only shortlisted candidates will be contacted. Enquiries through telephone will not be entertained at the stage of process and shall lead to automatic disqualification.