

Vacancy Announcement

Knowledge Management and Communication Officer

Southasia Institute of Advanced Studies (SIAS) is a Kathmandu based research institute. SIAS aims to utilize its research to create state-of-the-art knowledge on environmental, socio-economic and political issues in the South Asian region to understand and influence policy challenges and sustainable development. For more details, please visit: www.sias-southasia.org.

SIAS invites applications from qualified candidate who are highly motivated, pro-active, committed and result-oriented for the position of **Knowledge Management and Communication Officer -1** for the office based in Kathmandu.

Major Responsibilities	<ul style="list-style-type: none">• Carry out data archiving, management and communication related works• Coordinate with research team and partner organizations for the management of data, case-stories, audio-visual resources• Write detailed reports and produce communication materials from different events and field studies• Contribute to produce the knowledge products through writing, editing and copy editing• Closely work with IT Officer to design and disseminate knowledge products• Review relevant gray literatures and work on media archiving for research purpose• Develop contents and update office website and social media on regular basis• Facilitate in-house publications - journals, books, policy briefs and other communication materials and disseminate them through appropriate channels• Assist in organizing events like policy dialogues, workshops, seminars series etc
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Duration and duty station	<ul style="list-style-type: none">• Initially for 1 year with the possibility of extension for longer term according to the performance.
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Qualifications and skills	<ul style="list-style-type: none">• Masters Degree in natural and social sciences, development studies, anthropology, mass communication and other relevant discipline with prior experience in knowledge management and communication• Demonstrates strong oral and written communications skills• Excellent skills on knowledge management, communication with project partners, writing reports, blogs and research papers• Good command in MS Office (Word, Excel, PowerPoint and Outlook)• High level of motivation and commitment to high quality documentation and dissemination• Skills on graphic designing or using any other software will be an asset
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Salary	<ul style="list-style-type: none">• Salary will be commensurate with experience and proven track records.
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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 30 Nov 2021 to sias-info@sias-southasia.org by mentioning 'Knowledge Management Communication Officer' in the subject line.
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SIAS is an equal opportunity employer and maintains workforce diversity.

Only short-listed candidates will be called for further recruitment process. Telephone inquiries will not be entertained and may lead to disqualification of the candidate.