

HELVETAS Swiss Intercooperation Nepal

Job Description

Job Title:	Information and Knowledge Management Officer , Safer Migration Project (SaMi)
Location:	Project Management Unit, Safer Migration Project, HELVETAS Swiss Intercooperation Nepal, Lalitpur The Information and Knowledge Management Officer will spend around 40% of the working days on visiting project districts
Reporting to:	Team Leader, Safer Migration Project

Job purpose: The overall responsibility of the position holder is to ensure an effective Information and knowledge Management system in the project along with capacity building of partners on information and knowledge management sector.

Overall duties and responsibilities of the incumbent are as follows:

1. Information, Documentation and Knowledge Management:

- Develop a system to document the project processes, learning and issues on a regular basis and share with team members both at Program Coordination Unit (PCU) and Project Management Unit (PMU)
- Facilitate Project team to document the knowledge, reflection, achievement and outcome of SaMi project
- Support and facilitate PCU in documenting SaMi knowledge, learning and information
- Take a lead in documentation and publication of SaMi Knowledge, learnings and advocacy material by developing audio-visual and printed documents such as documentary, booklet, report, case study etc.
- Support in development of IEC materials and manuals in coordination with concerned team members
- Develop/review and share SaMi communication strategy as appropriate
- Ensure proper way of communication and visibility of SDC, Helvetas and SaMi through all the materials and publications as per the organizations' policies and guidelines
- Share/disseminate SaMi learning knowledge to the wider audience at local, national and international level
- Keep SaMi data and information up to date for timely availability of required information.
- Develop periodic reports of the project as required
- Contribute in preparation of Yearly Plan of Operation (YPO) and activity plan as per the policy, strategies and approaches of SaMi

2. Management of Information System and Capacity Building

- Generate learning from newly established web-based project information and management system and provide input for further improvement.
- Strengthen the capacity of SaMi partners in developing documentation and information management system.
- Build capacity and facilitate SaMi partners to document and disseminate SaMi information and learning as appropriate

3. Coordination and Collaboration with stakeholders

- Work in coordination with the project management team (PMU and PCU) on all matters related to Knowledge and Information management.
- Facilitate team members to share the purpose, scope, working modality and learning of SaMi with DDCs, NGO partners and other stakeholders

4. Implementation of Policies, Guidelines and Manuals

- Be accountable to the HELVETAS Swiss Intercooperation Nepal Country Programme, HELVETAS Swiss Intercooperation Regulations, Policy Manuals and the Basic Operational Guideline.
- Adhere to the Safety and Security Plan/Security Response Guideline (SSPN/SRG); HELVETAS Swiss Intercooperation Nepal's Code of Conduct; Sexual Harassment & Mobbing Policy and other related policy and guidelines.
- Contribute to Conflict Sensitive Programme Management at all levels.

5. Required Education, Experience and Competencies

Education:

Master Degree in Mass Communication and Journalism, Social Science or in any other relevant field with minimum 3 years of relevant experience.

Experience and competencies:

- Good understanding of Information and knowledge management aspects and tools
- Good communication and facilitation skill
- Experience in web-based information and data management system
- Experience in capacity building of NGOs and other stakeholders, primarily in information, communication and knowledge management
- Excellent documentation and report writing skills in English and Nepali
- Excellent skills on drafting publication and IEC materials
- Proficiency in using MS Office application and database software
- Excellent analytical skills
- Sensitive to poverty, cultural diversity, gender & social inclusion
- Good team player and effective communicator
- Experience in rights based projects and labour migration would be an added advantage

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____