



EMPLOYMENT NOTICE

Job Title: Senior Program Officer- Knowledge Management	Reports to: Homes and Community Manager
Department/ Sector: Program/ Disaster Management	Consolidated Salary : 120,000 BDT per month
Job Nature: Temporary	Project Duration: 12 months (October 2022 to September 2023)
Work Station: Caritas Central Office, Dhaka	Position : 1
Age: 25 – 35 years	

Caritas Bangladesh is seeking a qualified professional for the position of Senior Program Officer- Knowledge Management of Caritas Bangladesh. Caritas Bangladesh (CB) is a national and non-profit development organization operating in Bangladesh since 1967. It has its Central Office in Dhaka and eight Regional Offices in Barishal, Chattogram, Dhaka, Dinajpur, Khulna, Mymensingh, Rajshahi and Sylhet. CB is implementing 89 on-going projects covering 189 focusing upazila on six main priorities i.e i) Social Welfare for Vulnerable Communities (SWVC), ii) Education and Child Development, iii) Nutrition and Health Education, iv) Disaster Management, v) Ecological Conservation and Food Security (ECFS), and vi) Development of Indigenous Peoples.

Job Summary:

The Knowledge Management Officer will intensively work with Homes and Communities Manager. He will prepare regular reports of H&C, develop and promote knowledge management materials and system. Develop and institutionalize knowledge management HUB for influence and Scaling for H&C. Robustly contribute to develop a communication strategy for H&C. Developing regular knowledge product such as newsletter, case/success story, external communication materials and others. Organize regular knowledge and learning sharing meetings/workshops at organizational, local, regional and national level. Support in the preparation of Asia Shelter Forum and other similar forums.

Roles and Key Responsibilities:

- Oversee the drafting of regular reports on the program's activities (including monthly activities updates and quarterly and annual reports)
- Review materials generated for program-sponsored events, such as national and international forum - organize, brand, produce required marketing materials, and facilitate business participation.
- Work with the Homes and Communities Manager to respond to ad hoc requests for reports from CRS.
- Develop, approve, and update promotional materials to ensure program materials are branded correctly and consistently.
- Develop a Knowledge management system for Homes and Communities for Caritas Bangladesh.
- Research and develop knowledge management materials including success stories, and case studies which will record learning from the project
- Script and produce audiovisual materials including presentations, webinars, Online training and short videos.
- Coordinate the maintenance and development of content for the project's online trainings, website and social media sites.

- Manage communications consultants as needed to support program activities (ex. graphic designers).
- Conduct periodic and systematic data collection and analysis of project results indicators, in conjunction with relevant project staff.
- Contribute to activity monitoring and evaluation plans.
- Contribute to reports on progress on results indicators, Mile stones, Influence hypothesis and assist the Homes and Communities Manager in preparation of other reports as needed.
- Other duties assigned by the Homes and Communities Manager that are consistent with the overall focus of the assignment.

Required Qualifications and Experience:

- Master's Degree in Business Administration, Social Science, Engineering & Technology and Science preferably Management, Journalism, Disaster Management and Communication or related field from any recognized university.
- Minimum 5 years of experience working in communications and knowledge management.
- Prior experience working on research programs or USAID Programs on CLA.
- Ability to organize, present, and disseminate information, and to draft clear and concise documents with minimal supervision
- Experience working on projects with a wide range of clients and counterparts.
- Have demonstrated experience in providing guidance on knowledge management and communications strategy to programs.
- Experience in organizational KML; capturing, documenting, and facilitating best practices and learning.
- Experience designing and delivering professional learning initiatives and associated job tools and resources through formal and nonformal methods highly desirable.
- Experience in preparation and interpretation of data reports, donor analytics, or trend analysis required.
- Experience in designing and using social media, website and videos to communicate with stakeholder including Adult learning.
- Monitoring and Evaluation experience.
- Experience using MS Windows and MS Office packages (Excel, Word, Power Point), web conferencing applications, and information management systems.

Required Knowledge, Skills and Abilities:

- Critical thinking and creative problem-solving skills with ability to make sound judgment and offer innovative solutions.
- Strong representation abilities and facilitation skills.
- Proactive, creative, results-oriented, and service-oriented.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- Excellent communication and interpersonal skills, with demonstrated strength in relationship management.
- Self-driven and positive to work in a team.
- Can do attitude and able to handle multiple tasks managing priorities.
- Ability to inspire others; to pass his/her skills to others and to motivate them to put them into practice.
- Ability to problem solve and identify resources in the Environment.
- Commitment to work following organizational aims, values, principal and policies.

Required Languages: Strong written and oral command in English/Bangla is required.

Travel: Based in Dhaka with frequent travel throughout Bangladesh. Up to 50% travel to field offices and field.

Key Working Relationships:

Internal: CB DRM Head, CB Communication Manager, CB H&C Advisor, Director of Programs, CB Department heads.

External: CRS H&C TA, CRS H&C Knowledge Management TA, CRS DRR/R Program Managers ,CRS MEAL Manager, H&C Partners Other NGO/Partner Organization Communications Officers, Media, as well as GoB, Donor and other Public Relations Officers, etc.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

If you feel you are the right person for the above position, you are invited to apply through Online (<https://caritasbd.org/career/job-career/>). Please note that no hardcopies is required. **The last date of submission is 25/09/2022.** Visit <https://www.youtube.com/watch?v=MfOPclZ1qts> to get tutorial about registering CV in our Job Bank. Contact for technical support if needed: anita@caritasbd.org

The candidates who are presently work under Caritas Bangladesh should apply through proper channel with approval of the Regional/Project/Central Management.

Only short-listed candidates will be called for written test and Interview. Incomplete applications will not be considered and the organization reserves the right to reject any application or to cancel or postpone the recruitment process for any reason whatsoever. Applicants are requested to visit www.caritasbd.org/ or Facebook: <https://www.facebook.com/Caritasbangladesh2016> to know about Caritas.

ANY KIND OF PERSONAL CONTACT AND OR PERSUASION WILL BE TREATED AS THE DISQUALIFICATION OF THE CANDIDATE

Caritas Bangladesh (CB) is committed to recognize the personal dignity and rights of all people we work, especially vulnerable groups regardless of gender, race, culture and disability and conduct its programs and operations in a manner that is safe for the children, young people and vulnerable adults it serves. Caritas Bangladesh has zero tolerance towards incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or other affiliates with our work. To this aim, we follow recruitment practices according to our safeguarding policies.

Caritas Bangladesh is an Equal Opportunities Employer