



<b>Functional Title</b>	<b>: Learning and Knowledge Management Officer</b>
<b>Department/Project/PN</b>	<b>: The Mother &amp; Child Wellbeing Partnership Program</b>
<b>Work Station</b>	<b>: CO, Kathmandu</b>
<b>Incumbent's Name</b>	<b>: TBD</b>
<b>Supervisor/Principal Evaluator</b>	<b>: MEAL Manager</b>

## **JOB SUMMARY**

CARE Nepal is seeking to recruit the position of Learning and Knowledge Management Officer for the Poshan program also known as Mother and Child Wellbeing Partnership Program (MCWPP), stationed at country office, Kathmandu. The Poshan program in Nepal is being implemented in Sudurpaschim, Karnali, Lumbini, and Madhesh Provinces, targeting five districts with high rates of poverty, poor health and nutrition outcomes, and high rates of food and nutrition insecurity. Thus, this position will be responsible for driving the learning and knowledge management of project, creating and supporting evidence generation, synthesis and knowledge management process, systems including product development and dissemination. The officer will work closely with the MEAL Manager to prepare different learning and knowledge products based on the learning and best practices generated from the field. The officer will help to improve the capacity of relevant partner staff and support the program team in learning generation and in making evidence-based adjustments to the project. The officer will also work closely with the LINK Manager to mainstream the project learning and knowledge generation at wider organizational priority areas.

The employee shall fully comply with CARE policies and procedure and should be accountable for it.

## **Job Responsibilities**

### **Develop, implement and maintain effective knowledge management practices**

- Support in development and implementation of Knowledge Management plans, processes and strategies for the MCWPP.
- Support in developing KM tools and systems and ensure the implementation of such tools to generate program level evidence, best practices, learning and gaps and challenges to ensure quality of program implementation.
- Collect and document success stories, lessons learned, and best practices on a routine basis through field visits, data analysis, and continued coordination and communication with program and field staff.
- Coordinate with program, research, MEAL and communication and outreach teams to gather and generate knowledge products, document successful case studies, most significant change stories and important lessons learnt, and develop plan to disseminate produced knowledge products.
- Support to establish and maintain database to identify the best practices and evidence of impact generation; and ensure consistent application of these in the projects through, capacity-building of partners and regular knowledge monitoring, establish and promote a culture of learning among staffs to institutionalize gathered knowledge.

### **Strengthen Learning system and practices**



- Ensure collaboration and coordination in learning and knowledge management with CARE Nepal's MEAL Manager and LINK Manager to drive the learning agenda of the project.
- Support MEAL Manager and Program staff to organize learning events, prepare learning series and organize Community of practice with relevant stakeholders and implementing partners.
- Document learning and evidence in support of best practices and key projects/approaches by travelling to program/project areas to collect and document, and substantial reworking and editing of existing materials prepared by the projects / partners for further work.
- Synthesize learning and actions from program/project review and reflection to develop knowledge products and evidence packages.
- Promote the culture of learning and knowledge sharing within the project and across teams.

### **Capacity Building**

- Training project and partner staff on use of offline/online database as and when applicable and link it with knowledge management process.
- Support program/project teams to assess training needs of program/project and partners staff including stakeholders in information management and documentation.
- Provide routine support and build capacity of partners' staff including field staff based on training needs.

### **Cross-cutting**

- Maintain field level networks and coordination with partners, relevant government bodies/officials to promote KM practices including participation and contribution in central/provincial/local level review meetings, workshops as required.
- Ensure gender sensitive and inclusive data collection processes are in place.
- Support program team and MEAL Manager to drive CARE's PQ standards and its related processes to maintain high quality of program implementation.
- Adherence to CARE's Code of Conduct including compliance with PHSEA, and safety and security guidelines.
- As requested, and required by the line manager, engage in relevant tasks and responsibilities accordingly.

### **Upholding CARE's Core values and ensuring its principles.**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, diversity and inclusion in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsible for gender responsive behavior in all actions and decisions.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).



**Preferred Qualifications and Experience:**

- Bachelor's degree in development studies, public health, social sciences, mass communication or any other relevant discipline.
- Minimum of Three years' demonstrated experience in learning and knowledge management in nutrition, preferably with INGOs, donor agencies or international organizations.
- Knowledge and demonstrated experience in qualitative and quantitative methods of data collection, research, assessment including development of project knowledge and learnings.
- Demonstrated experience of working with diverse teams, working with local CSOs, government and community level stakeholders.
- Experience of writing reports, case stories/best practices based on data collection, field visits and data analysis.
- Effective coordination and communication skills and its dissemination of results to Excellent analysis and writing analytical quality report skills are crucial.
- Effective verbal and written communication, organizational, and coordination skills within the team and with external stakeholders (partners, government officials)
- Photography, developing articles and blogs will have an added value to this position.
- A full commitment to CARE core values and humanitarian mandate.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by : \_\_\_\_\_

Date: \_\_\_\_\_