

IAPB Knowledge Officer - Job Description

Job Title:	Knowledge Officer	Location:	India – Remote Working
Department/Group:	Knowledge Management	Reports to:	Knowledge Manager
Position Type:	Full Time	Direct reports:	None

Job Purpose:

The Knowledge Officer role is to support the Knowledge Team to deliver the strategic knowledge agenda to implement 2030 In Sight. This role's purpose is to underpin the creation, curation, and production of high-quality sharing of knowledge across the IAPB network via the Knowledge Hub, Learning Programmes and Task Forces. This is an exciting opportunity for an experienced professional to build your knowledge management skills and make your mark in global eye health.

Key Duties and responsibilities:

Work closely with the Knowledge Team to deliver knowledge management outcomes. The knowledge officer will work across 3 broad areas:

→ Content production & curation

- Coordinate the update, maintenance and promotion of existing information and pages on the Knowledge Hub.
- Research, curate and produce new content for the knowledge activities that may include the Knowledge Hub, Learning Programmes, Vision Atlas and Task forces.
- Research, gather and synthesize information to develop high quality professional development events.

→ Programmes and events

- Work effectively with internal and external stakeholders in relation to knowledge programmes, projects, and events.
- Support content creation and liaise with stakeholders including speakers.
- Coordinate and facilitate events and forums.

→ Project support

- Coordinate logistical and administrative aspects of knowledge work plans.
- Assist in reporting processes to internal and external stakeholders.
- Contribute to monitoring, evaluation, reporting and organisational learning.
- Support broader projects as required.

Skills Required:

- Excellent verbal and written communication skills.
- Excellent drafting skills, able to research, analyse and present information from varied sources to diverse audiences in an engaging format.
- Strong project and event coordination skills, including logistics.



→ **Effective stakeholder management skills.**

- Strong organisation and time management skills, able to work remotely in a multicultural, global team environment.
- Good social and digital media content creation and promotion skills.
- Proficiency with core technologies and remote working.

Behaviours:

- Positive attitude with the ability to work well in a team and on their own.
- Attention to detail and problem solver.
- Sensitive to working in different cultural settings and to the divergent interests of partners
- Self-motivated. Gets things done.
- Able to capture, reflect and evidence experiences to support self-development.

Corporate Competencies:

- Demonstrates integrity by modelling the IAPB's values and ethical standards.
- Promotes the vision, mission, and strategic goals of IAPB.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Maintain a professional and trustworthy corporate image.

Knowledge (Education & Related Experience):

*(E- Essential; D- Desirable)

- A minimum of two years of experience of working in a knowledge related role. (E)
 - Demonstrated experience in information management and project/programme support. (D)
 - Knowledge of good practice in relation to knowledge management and exchange. (D)
 - Good understanding of social and digital media approaches and associated technologies for sharing knowledge. (D)
 - Sound understanding of universal health coverage and sustainable development. (E)
 - A tertiary qualification from a reputable institution in eye health or international development or research related field. (E)
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