

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION

1.0 Position Summary

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| 1.1 Position: Knowledge Management & Reporting Officer | 1.2 Department/Project: Programme for Improved Nutrition in Sindh (PINS): ER-3 Component (Nutrition Sensitive Interventions) of PINS |
| 1.3 Category/Grade: Professional - 2 | 1.4 Duty Station: Karachi with frequent travel to the programme areas in Sindh |
| 1.5 Reporting to: Programme Director PINS (ER-3) | |

2.0 Job Responsibilities

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| <ul style="list-style-type: none"> • Assist the Programme Director in preparation of donor progress and need-based reports |
| <ul style="list-style-type: none"> • Prepare monthly, quarterly and annual management reports |
| <ul style="list-style-type: none"> • Collect and compile data on the Key Performance Indicators from implementing partners and prepare KPI reports |
| <ul style="list-style-type: none"> • Do regular documentation of case studies, lessons learnt and knowledge products |
| <ul style="list-style-type: none"> • Keep trail of all relevant documents of the PINS (ER-3) Programme. |
| <ul style="list-style-type: none"> • The KM&R Officer will keep close liaison with field teams and provide technical backstopping in proper record keeping, documentation and preparation of activity reports. |
| <ul style="list-style-type: none"> • Regular visits to the project area for interviewing beneficiaries and collecting primary information for case studies. KM&R will be required to submit field visit report to the Programme Manager as per RSPN policy. Also responsible to provide technical support to district level MIS assistants for proper data management at district level |
| <ul style="list-style-type: none"> • The KM&R Officer will be responsible for filing all necessary programme records/ documents and maintain proper files for all records. |
| <ul style="list-style-type: none"> • Develop regular updates on the programme activities and share on official social media sites and website of RSPN. |
| <ul style="list-style-type: none"> • Responsible for timely preparation of periodic progress reports on given format to be presented to the RSPN management and donor. |
| <ul style="list-style-type: none"> • Assist the Communications Officer in updating RSPN website and official social media sites of RSPN on regular basis |
| <ul style="list-style-type: none"> • Any other tasks assigned by the Supervisor/Management. |

3.0 Required Qualifications, Skill and Experience

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| 3.1 Education: Masters or equivalent degree in Social Sciences, Development Studies or other relevant disciplines from a recognised university. |
| 3.2 Skills: <ul style="list-style-type: none"> - Excellent written and verbal communication skills in English and Urdu. Familiar with Sindhi. - Solid working knowledge of Microsoft Office. - Self-motivated, team player and action oriented. |
| 3.3 Experience: Minimum 3 years of relevant experience in the development sector. |

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