

## HERD INTERNATIONAL Terms of References

### 1. JOB IDENTIFICATION

<b>Job Title</b>	:	Knowledge Management Officer
<b>Reporting to</b>	:	Research Uptake Manager
<b>Job status</b>	:	Annual Contract
<b>Working hours</b>	:	40 hours per week (Monday to Friday)
<b>Duty Location</b>	:	HERD International Central Office with field visit as required

### 2. WHO WE ARE - A BRIEF INTRODUCTION

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders of the communities. We are committed to promote inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing the best practice which would ultimately improve the quality of life of people. More information about HERD International can be found on the website [www.herdint.com](http://www.herdint.com).

### 3. JOB PURPOSE

The Knowledge Management Officer, as a full-time member of HERD International, lead knowledge management function of the organization and various programs. The Knowledge Management Officer is responsible for developing knowledge management strategy and ensure implementation of each component of knowledge management cycle that includes discovery, capture, organization and optimization, sharing and application of knowledge.

### 4. MAIN RESPONSIBILITIES

The roles and responsibilities of the Knowledge Management Officer include, but are not limited to, the following:

#### **Knowledge management**

- Bring innovative knowledge management approaches to the organization and various projects implemented by the organization
- Prepare knowledge management and research uptake plan to strengthen institutionalization of knowledge management initiatives of the organization
- Identify opportunities for capturing and sharing knowledge, and disseminate information about major progress, results, and lessons learned by proactively working with programme and project teams.

- Produce knowledge management outputs such as technical briefs, process documents, change stories, best practices, customized knowledge products, policy briefs, blogs, audio-visual contents, and newsletters through conceptualization to finalization
- Conduct media monitoring to document evolving issues, events, political actions, and policy landscape affecting the health system of the country
- Act as a driving force to reinforce visibility of the organization through public showcasing of published peer-reviewed and non-peer reviewed article, provide support for organizational presence in national and international knowledge sharing conferences.

### **Managing institutional media outlets**

- Handle social media platforms of the organization independently including content creation, rationally engaging audience, analyzing metrics to measure how well the contents perform, and developing strategies to maintain and grow social presence and increase brand exposure
- Update and manage the organization's website including regularly updating website content, ensuring its functionality, and coordinate with the technical team to troubleshoot technical issues to maintain optimal website performance, coordinate with teams to publish accurate and engaging content, manage multimedia elements, and analyze website traffic and performance metrics, implement.

### **Stakeholder engagement and capacity strengthening**

- Build and maintain relationships with key stakeholders, including government agencies and project implementing partners to harness their support in project implementation
- Support capacity mapping of internal team and external stakeholders, design, implement, and evaluate training and capacity-strengthening initiatives tailored to the need of team members and stakeholder needs
- Support organization of trainings, workshops, and other capacity-building events.

The above list of responsibilities is not comprehensive, and the Knowledge Management Officer may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet activity/organizational needs and requirements.

## **5. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)**

All duties will be carried out in a manner that supports and promotes absolute commitment to HERDi and its policies, including the promotion of gender equality, Social Inclusion, Diversity, Equity and Accessibility HERDi is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

## **6. SAFEGUARDING**

At HERDi, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERDi is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

## **7. APPLICABLE POLICIES:**

All HERD international's policies and guidelines.

## **8. PERFORMANCE APPRAISAL:**

The performance appraisal of the position will be completed annually by the Line Manager as per the HERD international's performance appraisal system. In addition, the line manager may execute performance appraisal for specific issues in a specific period.

## **9. APPEAL:**

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

## **10. JOB PROFILE:**

We are seeking a qualified Knowledge Management Officer to serve as a key member to engage in the development, organization, and dissemination of knowledge products, ensuring effective documentation, sharing, and utilization of institutional knowledge across projects and teams. The ideal candidate will have experience in knowledge management systems and developing tools and strategies for capturing and sharing insights. They will play a critical role in fostering a culture of continuous learning, supporting evidence-based decision-making, and enhancing the organization's knowledge-sharing platforms.

## **11. MINIMUM REQUIREMENTS:**

- Bachelor's degree in Public Health or Mass Communication and Journalism, with a minimum of three years of experience in a similar role within public health programs or research projects.
- Practical experience with graphic design software such as Canva and Adobe Creative Suite (Photoshop, InDesign, and Premiere Pro) is an asset.
- Knowledge and abilities to effectively use modern digital tools, platforms, and technologies

for communication, content creation, and information dissemination.

- Expertise in summarizing and synthesizing content from relevant documents, as well as drafting news articles, blogs, and scripts.
- Exceptional verbal and written communication skills, crucial for effective collaboration within organizational and project contexts.
- Awareness of and commitment to integrating gender and cultural considerations into project activities.
- Fluency in both English and Nepali (written and spoken).

*If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.*