# Knowledge Management Officer

**Position:** Knowledge Management Officer

**Grade:** D3

**Department:** Risk Governance

**Duty Station:** Bangkok, Thailand

**Supporting Project:** CARE for South Asia

**Duration of Contract:** 2 years (with possibility of extension)

## A. About Asian Disaster Preparedness Center

Established in 1986, ADPC is a regional international organization with a vision to reducing disaster and climate risk impacts on communities and countries in Asia and the Pacific. ADPC works with governments across 26 countries through strategic partnerships to mainstream disaster and climate risk into development policies for risk reduction systems, investment decisions, and climate change adaptation actions. In addition to its headquarter in Bangkok, ADPC currently has offices/representation in 11 countries. ADPC, over the last 3 decades, has established strong collaborative partnership with national focal agencies on DRR, Climate Change and key sectoral ministries and stakeholders at all levels across Asia, through joint-projects, technical assistance, capacity building, and regional policy dialogues. More details on ADPC and its programs can be found at [www.adpc.net](http://www.adpc.net)

## B. Background

Disasters take a huge toll on the development agenda of SAR countries. Between 2000 and 2017, disasters in South Asia incurred estimated damages of US$ 149.27 billion. Public expenditure is under stress by the repeated need to reallocate capital budgets away from long term development planning and towards reconstruction activities in post-disaster environments. For example, since 2005, Pakistan has suffered losses on the order of US$ 16 billion due to natural disasters. In Bangladesh, 2007 Cyclone Sidr resulted in damages and losses of US$1.7 billion, or 2.6 per cent of GDP.

To increase resilience and achieve climate commitments, there is a need for a transformational shift towards policies and institutions that enable climate resilient investments. Investing in more resilient infrastructure is both profitable and urgent as disruptions are extremely costly for governments, households and private sector and large
ongoing investments in infrastructure assets will have long-lasting repercussions as poor maintenance and natural disasters result in a vulnerable stock.

With the financial support from the World Bank Group, ADPC is implementing a five-years project, titled “Climate Adaptation and Resilience Project for South Asia” (CARE). The project aims to create an enabling environment for climate resilience policies and investments across South Asia. This objective will be achieved through enhanced regional cooperation and knowledge exchange for climate resilience and adaptation and mainstreaming of resilience and adaptation in national policies, plans and investments.

ADPC intends to hire a Knowledge Management (KM) Officer to help coordinate and manage KM-related activities for the CARE for South Asia project and also for other projects (both current and the future) under the Risk Governance Department.

C. Statement of Intent
The KM Officer will coordinate, update and manage the knowledge-sharing website under the CARE for South Asia project. S/he will also develop content for the website with support and advice from technical teams. S/he will also be responsible for providing assistance and inputs to the quarterly newsletter of the project.

The KM Officer will be based in Bangkok, Thailand.

Note:
It is not the intent of this Terms of Reference to cover every aspect of the position requirements, rather to highlight the most important areas of personal and joint responsibilities.

D. Duties and Responsibilities
The KM Officer shall be responsible for the following tasks and duties:

- Work with individual consultants/firms and the ADPC's Communication Unit to develop the climate change knowledge hub / website for South Asia;
- Coordinate with the project technical teams for gathering information and content and package the material for knowledge-sharing by using different tools and methods in addition to updating and maintaining the knowledge hub / website;
- Research and analyze information and good practices from around Asia and beyond about climate change adaptation and resilience and organize and share it appropriately;
• Research and organize updated climate change policies, plans, guidelines and other relevant materials from the South Asian countries with an initial focus on Bangladesh, Nepal and Pakistan;
• Plan and organize virtual knowledge-sharing events focusing on climate change adaptation and resilience in South Asia;
• Coordinate and gather information and content for the quarterly newsletter of the project;
• Arrange, organize and maintain all the knowledge products produced under the CARE for South Asia project (technical reports, guidelines, manual, modules, research reports, articles, etc.);
• Research, organize and update a list of regional and national academic institutions and organizations that are focusing on climate change adaptation and resilience in South Asia;
• Develop annual knowledge sharing and regional awareness raising action plans;
• Organize national and regional knowledge-sharing events with relevant stakeholders;
• Facilitate South-South learning among CARE focused countries; and
• Perform any other tasks assigned by the supervisor.

E. Qualifications

• Bachelor’s degree in communications, public relations, journalism, marketing or other relevant fields;
• At least three years of working experience in a similar role;
• Excellent English language writing skills;
• Proven experience in website and social media management;
• Proven experience in advocacy and awareness-raising;
• Advanced computer literacy - including presentation software, publishing, MS Office;
• Excellent interpersonal and coordination skills, and ability to work with a team in a multi-cultural environment;
• Experience of working in an international non-profit organization is an advantage;
• Ability to work independently and in a team and be service-minded and detail-oriented;
• Possess excellent problem-solving and analytical skills;
• Good planning and organizing skills;
• Experience with WordPress, Campaign monitor and Mail Chimp (preferred)

F. Reporting Relationships

The KM Officer will report to Director, Risk Governance Department.

G. Contract Duration
The contract duration will be for two (2) year with possibility of extension, depending on performance and the availability of funds.

H. Selection Method

The staff will be selected in accordance with ADPC's recruitment process.

**How to apply:** Interested candidates can submit the completed ADPC application form, (downloadable from www.adpc.net), resume, copy of degrees/certificate(s) together with a cover letter, to: adpcjobs@adpc.net

**Female candidates are especially encouraged to apply.**
ADPC encourages diversity in its workplace and support an inclusive work environment.