



**SOCIETY FOR CLIMATE RESILIENT
AGRICULTURE IN MIZORAM (SCRAM)
Advertisement No : 01/2020-2021**



ToR of the Staff of Project Management Unit (PMU)

Manager-Knowledge Management

Salary: Rs. 60,000/- pm

Qualification:

- Postgraduate/ Bachelor degree Agriculture /Horticulture/ Agribusiness/ Social Work/Journalism/Humanities

Experience:

- 3-5 years of experience in case of a postgraduate degree holder and 7-10 years of experience in case of a Bachelor degree holder in implementing rural development projects with relevant experience in knowledge management. Proficiency in written English is essential and knowledge of a local language is desirable. Proven experience in documenting and publishing case studies and/or research papers. Prior experience of working in and/or familiarity with development issues in the North East will be an advantage.

Location of Job: SCRAM- PMU, Mizoram

Reporting Line: State Project Director (SPD) of FOCUS, SCRAM

Job Description:

- Undertaking review visits to the project villages, identifying issues constraining implementation and preparing case studies detailing these issues.
- Preparing case studies containing best practices emerging in implementation of project activities and undertake dissemination of the best practices for replication within the project area.
- Setting up a project website with IT support and publishing regular news and updates as well as case studies and articles on the website,
- Preparing project brochures and supporting M&E team in preparing six monthly and annual progress reports with inputs from concerned professional staff.

- Providing support to professional staff in identifying areas requiring preparation of implementation manual, training manual, training material preparation and preparation of required guidelines, manuals and materials.
- Identifying and documenting learning sites from the project.
- Organizing learning events, exchange visits and exposure programmes for the communities
- Preparation and of advocacy and policy reform within the jhum and settled agriculture related activities with other staff and partners for pursuing the agenda on advocacy and policy reform.
- Acting as a focal point for all knowledge management activities with inputs from other professional staff related to knowledge generation, knowledge dissemination and tracking uptake of relevant knowledge.
- Any other task assigned by the SPD.