



Position Name: Knowledge Management Officer

Position Code: IRADe/2024/KMO

Location: New Delhi

Organization Name: Integrated Research for Action & Development (IRADe)

Organization Profile: IRADe is a reputed public policy research institute and global think tank that conducts research and policy analysis to engage stakeholders such as government, non-governmental organizations, and corporations, academic and financial institutions. Energy, climate change, urban development, poverty, gender equity, agriculture, and food security are some of the challenges faced in the 21st century. IRADe's research covers these issues and the policies that affect them. IRADe focuses on effective action through multidisciplinary and multi-stakeholder research to arrive at implementable solutions for sustainable development policy research and effective governance that accounts for techno-economic and socio-cultural issues. To know about IRADe log on to www.irade.org.

Job Description / Responsibilities:

Knowledge Management Officer is required for implementing the communication strategies and communication related output of IRADe. Key responsibilities include-

- Engage with the technical and management teams in IRADe to produce high impact technical reports & publications and designs.
- Design, communication campaign communicate IRADe work to various stakeholders like developing of newsletters, Annual reports progress reports, fliers, brochure, power points etc. in coordination with the research teams
- Enhance visibility and outreach of IRADe in print media, digital & social media
- Documentation, editing, proof reading of the publications & communication material
- Manage IRADe website and social media handles (Facebook, LinkedIn, Twitter).
- Support in knowledge management of IRADe work and development of stories with customisation for dissemination to different media and stakeholders
- Any other related activities, as assigned

Personal Profile and Skills Required:

- Graduate/ Post graduate in Economics/ Environment/ Energy/ Climate Change
- At least 3-5 years of experience in similar role
- Result oriented professional with excellent writing, editing and comprehension
- Experience in designing & production of newsletters & annual reports
- Experience of liaising with media & international development agencies
- Good knowledge of design software's (Adobe, Photoshop, CorelDraw).
- Sense of self discipline, honesty and even temperament.
- Excellent communication & interpersonal skills with professional etiquettes.

Remuneration: Commensurate with ability and experience

Note: Candidates should indicate **last drawn salary** and **writing samples** in their application.

Last date for receipt of applications is 31.01.2025. Interested and eligible candidates may apply with covering letter, detailed CV, samples of published work and two professional references at – jobs@irade.org by indicating position Code: **IRADe/2024/KMO** as subject.