



JOB TITLE: KNOWLEDGE MANAGEMENT AND COMMUNICATIONS OFFICER

Position:	Knowledge Management and Communications Officer
Location:	Guwahati, Assam
About the Organization:	<p>The Coalition for Food and Nutrition Security (CFNS) is a group of policy and program leaders committed to fostering collaboration and evidence-based advocacy for improved programs to achieve sustainable food and nutrition security in India. CFNS offers leadership on evidence-based policy and advocacy, membership engagement, technical assistance and knowledge management.</p>
Job Summary:	<p>The Knowledge Management and Communications Officer will network with the key stakeholders. The role sits within our Policy, Advocacy, and Campaigns interventions. S/he is responsible to priorities project need, developing strategy to evolve engagement, coordinate all the activities and ensure smooth set up of the portfolio and external engagements. S/he would closely work with program and operations team and expedite the process to complete the responsibilities in time.</p>
Key Responsibilities:	<p>Build linkages with the broader nutrition landscape and stronger stakeholders’ outreach to make the policy advocacy an inclusive platform and a powerful voice.</p> <p>Engage with multi-sectoral and multi-stakeholder platforms to include a diverse set of actors (e.g. social activists, technical agencies, media, academia, and civil society, members of the public health community, influential CSOs and networks).</p> <p>Closely work with SDG Centre, Individual, and Institutional on their active patronage to the project. Develop database and support the</p>

	<p>Coalition.</p> <p>Establish knowledge management portal which could function as a repository of latest evidence and improve access of information.</p> <p>Develop KM products, briefs, policy notes and facilitate to engage with key policy makers and implementations to influence public policy on ECD.</p> <p>Develop Branding and Communication strategy and mechanisms and position Coalition as a partner of choice.</p> <p>Actively engage with the social media, coalition blog, and use technology and volunteer networks to expand the outreach.</p>
<p>Qualification & Experience:</p>	<p>To perform this job effectively, a Master’s Degree in Communications, Public Affairs, or equivalent, is preferred, together with a strong knowledge of national maternal & child nutrition systems, and experience in managing effective, external relations.</p> <p>In addition, 8 to 10 years of experience in the areas of responsibility listed above is a must.</p>
<p>Skills & Competencies:</p>	<ul style="list-style-type: none"> ➤ Strong communication skills across variety of stakeholders ➤ Proven experience as an Engagement Manager ➤ Project management experience ➤ Proficient in MS Office and CRM/project management software ➤ Strong organizational and multitasking skills ➤ Prior Experience in preparing high quality reports

Compensation:

The compensation package will be amongst the best in the industry.

If interested, please e-mail your Cover Letter and Curriculum Vitae (as an attachment) to hrcfns@gmail.com by 30th November 2018.

Only shortlisted candidates will be contacted.