

Knowledge Management Associate

Introduction

The Centre for Micro Finance (CMF) in India is a young, fast growing organization focusing on improving access to financial services for the poor through cutting edge research, knowledge dissemination and outreach to policy makers and practitioners. The CMF's strategy is to use rigorous, empirical research to:

Inform practice: The microfinance sector is evolving rapidly, and practitioners experiment with new products and new programmes. Through research, the CMF provides evidence on what works, and what does not.

Inform policy: The policy environment for microfinance has important implications for its expansion and its impact. The CMF documents and informs policy debates with empirical data and analysis, and provides further insight to policy-makers from its field experience.

Towards these goals, the CMF aims to facilitate a process where research questions emerge from the local policy context and policy and programmatic decisions are guided by research outcomes.

About the Position

Generating knowledge through research and actively disseminating it to practitioners and policy makers are two pillars of our activities. The Knowledge Management (KM) unit of the CMF is responsible for the latter. The KM unit, working closely with the Programme Heads of Research Divisions of the Centre, uses various channels to reach different audiences and disseminate research results. Some of these channels include CMF's various publication materials, conferences and workshops, the CMF website, etc. Some of these are organized solely by the CMF while others are done in partnership with NGOs/MFIs, research institutions, corporate, and/or donor agencies. The CMF is expanding our efforts on our dissemination activities and currently seeking a highly motivated, independent individual who can work as a Knowledge Management Associate. This position provides a unique opportunity for those who are interested in writing and desk research while getting an exposure to the Indian microfinance sector. This position also provides the associate with opportunities to be involved in the CMF's strategy management.

Duties and Responsibilities

The KM Associate will work closely with the CMF executive director for developing dissemination strategies for the CMF and support the head of the KM unit in the following tasks:

Dissemination and policy outreach

The KM Associate is responsible for ensuring, through working with the Programme Heads of Research Divisions, that research results are effectively translated into practice and policy decisions. This involves providing support in conducting workshops, producing innovative dissemination material and actively engaging in dialogue with practitioners, policy makers, banks and international organizations involved in the sector.

Organizing courses, workshops, and conferences

The KM Associate works closely with the executive director, the head of the KM unit, the Programme Heads, and Courses and Workshops coordinator to organize courses, workshops and conferences. The tasks involve, but not limited to, identification of potential participants and speakers, working on the agenda of the event, and logistical support.

Quality management of publication materials from the Centre

The Centre publishes working papers, newsletters, focus notes, policy memos, and other non-periodic materials. The KM Associate is responsible for editing these publication materials, keeping the visual quality and ensuring that messages are in line with CMF's view.

Synthesizing research results outside the CMF

As a repository of knowledge on microfinance, in addition to carrying out research, the CMF also attempts to synthesize existing knowledge on microfinance. This involves literature review and other desk research. The KM assistant is responsible for conducting such small-scale studies from time to time and disseminates the results on a CMF's web platform.

Managing the CMF website

The website is one of the most important channels through which CMF's dissemination efforts materialize. The KM assistant is responsible for, with the help from our website manager, managing the contents of the website.

Qualifications, Skills, and Experience Required

- An undergraduate degree or higher.
- Excellent writing skills in English. Experience in editing and/or formal writing is not required but is an advantage.
- Strong communication skills.
- Ability to pay attention to details.
- Experience with using software such as Photoshop, InDesign, and other designing package is an advantage.
- Knowledge in HTML is an advantage.
- Ability to work under tight deadlines.
- Ability to work with multiple tasks.

Compensation

The CMF provides highly competitive salary in the industry.

To Apply

Please send your resume, cover letter, and a writing sample to cmfhr@ifmr.ac.in. Please indicate in the subject line that you are applying for the KM Associate position. We will contact you shortly after submission if we are interested in interviewing.