

VACANCY ANNOUNCEMENT

Reference #	027/02/2025/KMA/GAP-CAFRI II/New Delhi
Project	The Green Accelerator Program (GAP), CAFRI II
Position	Knowledge Management Advisor
Band	4
Location	New Delhi

To apply click on the link: <https://www.giz-jobs.com/india/>

Documents to be submitted:

- CV and a statement of suitability for this position
 - A maximum of 2 pages note on one of the topics given below:
 - Can you share an example of a project you managed or were a part of, where you had to balance multiple priorities and stakeholders? How did you ensure timely execution while maintaining quality and alignment with project objectives?
- Or
- Complex technical topics can be challenging for stakeholders to understand. What communication strategies can help simplify key messages and improve accessibility for diverse audiences?

Last Date of Application: 12th March 2025

A. About GIZ India

For details, click on: <https://www.giz.de/en/worldwide/368.html>

B. Project Background

GIZ, through the Indo-German development cooperation project 'Climate Adaptation, Resilience and Climate Finance in Rural India (CAFRI II), has set up an adaptation accelerator - "The Green Accelerator Program" (GAP), that will demonstrate how organizational development support and technical capacity building on climate adaptation for Indian Civil Society Organizations (CSOs) can lead to a high scale outcome based on the multiplier effect.

GAP looks to scale locally led adaptation, generate evidence, diffuse lessons of climate specific interventions learnt from focus geographies to other agro-ecologically sensitive regions. The target of the program remains to enhance the resilience of small-scale farmers, through effective implementation of adaptation and mitigation strategies and the effective use of biodiversity at all levels, gender-responsive capacity building, sustainable agricultural and water management practices, and access to proven climate-resilient technologies, delivered through CSOs.

C. Responsibilities

1. Management and Coordination

- Overall coordination and execution of GAP activities, ensuring smooth implementation and alignment with project goals.
- Engage with CSOs, technical experts, and relevant stakeholders to facilitate knowledge exchange and capacity-building initiatives.
- Design and implement dashboards and trackers to evaluate content performance.
- Oversee event planning and logistics for workshops, training programs, and knowledge-sharing sessions under GAP.
- Support project monitoring and reporting, ensuring key milestones and deliverables are met.

- Coordinate the drafting and updating of website and social media content related to the project for GIZ social media accounts (Facebook, Instagram, Twitter, LinkedIn, blogs etc.).
- Coordinate production and dissemination of short videos / other multimedia contents of the project activities and achievements of GAP.
- Support the GIZ India Communication Group in developing strategic communication activities.
- Update and maintain digital archive of photographs related to CAFRI II, GAP and its thematic areas.
- Facilitate cross-learning and networking opportunities between CSOs, research institutions, and government agencies.

2. Knowledge Management and Dissemination

- Developing communication strategies and products that showcase the impact of Indo-German cooperation and the project partners.
- Develop and manage knowledge products, such as reports, case studies, and thematic briefs, to document best practices and lessons learned from GAP.
- Oversee the creation of a digital knowledge hub for GAP participants and partners to facilitate continuous learning.
- Develop and manage knowledge dissemination collaterals for internal and external stakeholders including templates and ensure timely reporting.
- Ensure quality assurance of all knowledge outputs, aligning them with GIZ guidelines and international best practices.
- Post program updates on the GIZ Intranet site.
- Lead the development of innovative tools for knowledge exchange and capacity-building among CSOs.
- Conceptualize and design information materials in line with GIZ corporate communications guidelines.

3. Stakeholder engagement and Communication

- Coordinate outreach activities to enhance visibility of GAP and its intervention areas.
- Support stakeholder communication, ensuring effective engagement with CSOs, government bodies, and private sector partners.
- Develop select communication materials (e.g., brochures, reports, blogs) to highlight program impact and Indo-German cooperation.
- Support social media dissemination and virtual engagement strategies for broader knowledge sharing.
- Assure the quality of pools of service providers (text, printers, graphic designers, proof-readers, filmmakers, etc.), pool of relevant media contacts/contacts of significance to the project.
- Coordinate with the Communication Advisor at the GIZ India Country Office.
- Support the GIZ India Communication Group in developing strategic communication activities.

4. Documentation and Reporting Support:

- Assist in preparing progress reports, impact assessments, and presentations for internal and external stakeholders.
- Document key learnings, success stories, and field experiences from GAP implementation.
- Develop and maintain dashboards and trackers to assess content performance and program impact.

- Develop Knowledge Management, communication strategies and plan for the project in consultation with project team.
- Documenting key learnings, case studies, and success stories from GAP implementation.
- Assist in preparing progress reports, presentations, and updates for project stakeholders and funders.
- Development of innovative tools and knowledge products for exchange over forums and communities under GAP.
- Contribute to the creation of a digital knowledge hub for program participants and partners.

D. Core Scope of Tasks

Under guidance of the CAFRI II project AV, DV and component manager, the Knowledge Management Advisor will independently develop, update, and implement communication strategies and develop knowledge products in alignment with CAFRI II and GAP. The advisor will be responsible for:

- Overall coordination of project implementation for The Green Accelerator Program (GAP), ensuring timely execution of activities, stakeholder engagement, and alignment with project objectives.
- Managing work plans, deliverables, and reporting to ensure project milestones are met across different components, including capacity building, technical assistance, and organizational development support for CSOs.
- Overseeing project knowledge management, ensuring documentation of lessons learned, best practices, and success stories to enhance the program's impact and scalability.
- Developing and maintaining project trackers and dashboards to monitor progress, assess impact, and drive data-driven decision-making.
- Organizing and coordinating workshops, training sessions, and field visits, ensuring smooth logistics, effective stakeholder participation, and follow-up action plans.
- Carrying outreach activities to disseminate information about project and its intervention areas through internal and external channels.
- Responsible for quality assurance of knowledge products: review all knowledge products developed by the project to ensure alignment with the GIZ guidelines.
- Assisting in any other project-related tasks as required by the Project Manager, particularly in areas of coordination, stakeholder engagement, and program implementation.

Other duties/additional tasks:

- Support any other activity assigned under the CAFRI II project.

E. Required Qualifications, Experience and Competencies

- Post graduate degree/diploma in Journalism/Communication/Media Studies or Public Relations or other relevant areas.
- At least 3-4 years of relevant working experience for projects, Information and knowledge management, Journalism, communication and project management/support.
- Ability to work in multi-stakeholder environments with diverse teams.
- Ability to manage multi-stakeholder processes efficiently and successfully.
- Proven track record of developing and implementing knowledge management and communication strategies.
- Very good coordination skills and ability to prioritize tasks under time pressure.
- Excellent oral and written communication skills in English and Hindi.
- Strong analytical and problem-solving abilities
- Adaptability and resilience in a dynamic work environment.

F. Location: New Delhi

G. Duration of the contract: Until 30th June 2026

Application without GIZ application form will not be considered

- Only shortlisted candidates will be contacted.
- GIZ supports Work-Life Balance.
- GIZ promotes Gender Diversity – Applications from women professionals are encouraged.
- Please note that those individuals who have completed a consultancy assignment with GIZ in less than 6 months prior to the intended start date for this position will not be shortlisted due to organisational policy.

Disclaimer: As per GIZ's data confidentiality policy, candidate's application is stored in our database for six months and is deleted thereafter.