

Jobs Description (JD)

Job Description: **Knowledge Management Officer-LMS** (Learning Management Site)

- The Knowledge Management Officer-LMS sits within the Knowledge Management Portfolio which employs the use of traditional and digital learning approaches to develop and implement innovative, creative, and effective ways to strategically capture and share technical knowledge, leverage good practices, and improve the effectiveness of LMS activities. Knowledge Management Officer-LMS will be responsible for a wide variety of activities related to identifying, managing, packaging, and disseminating key information to advance technical practice and provide resources persons with the tools they need to conduct better knowledge dissemination work. Specifically, knowledge Management Officer-LMS will lead and support the LMS enrichment activities, conduct research, gather market intelligence, scrutinize resources development by the resource persons and guidance, and facilitate ongoing content development and engagement.

Main responsibilities:

- Design and implement effective LMS content– work with resource persons to scope and implement appropriate and effective knowledge capture and sharing activities.
- Manage knowledge-sharing events – in collaboration with partners, scope and manage the successful execution of knowledge sharing events including monthly seminars/webinars, workshops, conferences, and peer learning sessions.
- Identify and curate technical platform content – in collaboration subject matter experts, manage and implement project-wide content strategies to ensure that the right knowledge is getting to the right people at the right time (and in the right way)
- Manage LMS community engagement – Respond to platform members in a timely the manner and engage them in meaningful knowledge exchange.
- Document and share learning – ensure requirements, lessons learned, and best practices for products, events, and other knowledge management activities are clear and documented.
- Work collaboratively with platform vendor, peers – work closely with the resource persons for communications, web development, training, and assessing and learning to ensure alignment and cohesion.
- KMO will be responsible lead the process of ensure platform’s sustainability by achieving the outreach objectives set by the organization
- Think outside the box – identify and share more creative, efficientand effective

ways to engage audiences and facilitate sharing and collaboration.

- Get things are done – ensure that quality work is delivered on time.

Qualifications:

- Bachelor of in any discipline with 5+ years of experience in knowledge management, organizational learning or a relevant advanced degree.
- Demonstrated understanding of knowledge management principles and capacity to deliver knowledge management and/or organizational learning activities.
- Demonstrated interest in and capacity to deliver knowledge management and/or organizational learning programs.
- Ability to link content development and engagement strategies that facilitate timely, useful delivery of information through project learning platforms and activities.
- Excellent facilitation, program/activity management, and written and oral communication skills.
- Excellent digital marketing skills.
- Creative problem-solving and ability to work under tight deadlines.
- Team player with a positive attitude

Additional Requirements:

- Age at most 35 years
- Should have good writing skills in preparing report in English and Bangla.
- Have experience in extensive field visits.
- Planning and organizational skills.
- B2B Marketing, working experience with other online learning platform.
- Ability to work under pressure and manage the workload effectively.

Monthly gross salary: 35,000/-

Period: April 2021 to July 2022