



RECRUITMENT

KNOWLEDGE HUB AND COMMUNICATIONS OFFICER

BACKGROUND

Are you passionate about making knowledge more accessible, and sharing the perspectives and experiences of people in communities across the country? Do you believe that local communities should play a key role in helping tackle the social and development challenges that they face? We're looking for a dynamic and proactive Knowledge Hub and Communications Officer to join our team! You will be a key member of our small core team, leading on knowledge management and organization-wide communications (both internal and external) activities with support

from our team of Directors.

Empatika is an independent international organisation specializing in people-centred research and training. We provide innovative and adaptive qualitative and mixed methods studies and custom capacity building to bring policy making closer to people's everyday realities.

Empatika seeks a Knowledge Hub and Communications Officer to assist development of our knowledge management and communications systems and strategies including the following:

- Responsible for maintaining and further developing our organization's knowledge management and information systems, along with facilitating the utilization of these systems to support projects/studies, tenders, communications, and other organizational activities.
- Responsible for planning, developing and implementing communication strategies to promote improved internal communication along with improved and expanded external exposure and business development.

DUTIES AND RESPONSIBILITIES

- Lead further development and maintenance of Empatika's knowledge management systems.
- Ensure effective processes for collecting and disseminating information and lessons learnt from studies, projects, workshops, seminars, training (internal and external), operations activities, as well as other relevant sources of information.
- Identification, compilation, and maintenance of databases (e.g., list of experts, organisation previous experience, photos and research archiving).
- Conduct regular updates to the core team related to knowledge management, information, and communications-related

systems.

- Support the continued development of good practices among our core team related to the knowledge management and communications systems.
- Collaborate with Empatika's directors to further develop and implement an effective communications strategy based on Empatika's needs and values.
- Support and assist with internal and external communications and coordination.
- With support from Empatika's directors, lead development and distribution of content for external communications, including research findings, publications, press releases, website content, reports and other

marketing materials that help communicate Empatika's activities, products and services.

- Seek and assist with opportunities to enhance Empatika's networks, business development, exposure, and reputation, including coordinating related events as required.
- Maintain records of citations and media coverage.
- Track analytics and metrics for the Empatika website, social media accounts, and other related communications platforms.
- Provide reports and updates to management as required.

QUALIFICATIONS AND EXPERIENCE

A. Education:

Bachelor's degree (S1) in a communications or development-related subject e.g. sociology, anthropology, development studies, development communication, political science, public policy, communications, business, etc.

B. Technical

- At least two (2) years of work experience with proven track record and exposure to knowledge management and communications development.
- Demonstrate experience working independently – at times with minimum supervision and guidance from supervisors.
- Demonstrated experience managing an organization's social media/communications is an added advantage.
- Experience in graphic design, including the

use of design software such as Adobe Design Premium, In-Design, CorelDraw will be advantage

- Demonstrated work experience in the development sector and/or social research and/or public policy preferred. Experience communicating with development partners, Government and Local Level Government is an advantage.
- Strong spoken and written communication skills in English and Bahasa Indonesia.

C. Other Qualities and Experiences

- Flexible and adaptive team player - we have a small but close team with each of us taking on different types of responsibilities and roles depending on the project or activity.
- Excellent communication skills - we have a diverse team and work with a diverse range of

partners.

- Ability to work independently, as well as in a multicultural team
- Ability to work under pressure
- Ability to work remotely, proactiveness, including managing and updating tasks and priorities
- Ability to set and meet deadlines with strong attention to detail and quality
- Open-minded but professional, with good understanding of personal responsibility
- Good creative thinking skills
- Excellent organizational skills
- Good interpersonal skills; a 'people person'
- Demonstrated enthusiasm and energy
- Willingness to learn new skills and be self-reflective
- Consistency in daily tasks, responsibilities, and overall commitment.

DURATION

This Knowledge Hub and Communication Officer position will be engaged through a Fixed Term Agreement/Consultancy Agreement. The initial period of assignment will be August 2021 – 31st of Dec 2022.

CVS

If you are interested, please send your full CV to team@empatika.org stating "Knowledge Hub and Communications Officer" on the subject of the email. For more information about Empatika, please visit our website

www.empatika.org. Application close at **31st of July 2021**. Only shortlisted candidates will be contacted.