

KNOWLEDGE RESOURCE CENTRE

Content Management Team - Manager

Location | Bangalore

Position ID: CMTM/KRC

Role

- Manage creation, classification, storage and dissemination of documents and AV outputs.
- Create, manage and set up collaboration tools and internal communication sharing platforms – individual and group based for all units of the Foundation – Bangalore and elsewhere.
- Setup and manage e- learning applications and organize virtual spaces for webinars, expert interactions and inter and intra team communication.
- Manage the interface between external and internal sites.

Qualification and Experience

- M. Phil./ Postgraduate in any social science / development studies / mass communication
- Professional experience in media with around 5 years experience OR Professional experience in Knowledge Management Services in an academic institution of repute for 2-5 years.

Attributes and personal Competencies

- Ability to manage a team of cross disciplinary content experts in health, education, gender, livelihoods, environment and ecology in engaging with and communicating internal and external issues, debates and research finding related to education and development.
- Ability to manage resource persons in the team with significant journalistic, design and communication skills.
- Ability to manage knowledge flows to and from Foundation field locations by managing KRC team members located in distributed spatial locations.
- Awareness of website design, nested intranet design with managed access at various levels, good classification skills, and multimedia knowledge capture ability over a wide spectrum of development domains.
- Strong content development, editing, writing and audio visual taping/ editing skills.