PERKUMPULAN MANDALA KATALIKA

manka
Mandala Katalika

WE'RE HIRING!
Knowledge Management Officer

About Us

Perkumpulan Mandala Katalika Indonesia (Manka) is a Jakarta-based environmental community organization. Manka has vision of becoming catalyst to the various effort related to the sustainable development, while the meaning of the name "Mandala Katalika" for us is an institution that is expected to have a positive impact on constructive transformation in the context of humanity and the universe.

Responsibilities

- **Develop and Implement a Knowledge Management System**: Lead the development and implementation of Manka's knowledge management system, ensuring it aligns with the organization's strategic knowledge and long-term objectives.
- **Facilitate Internal Knowledge-Sharing Events**: Organize events designed to encourage knowledge sharing within the organization, fostering collaboration and innovation. Responsible on the internal knowledge-sharing event.
- **Collaborate with Senior Management**: Work closely with senior leadership to develop technical summaries, lessons learned documents, and other key materials such as reports, papers, and best practice guidelines.

Requirements

- Bachelor's degree or equivalent in communications, journalism, information technology or related field.
- Minimum of 2 years of experience in knowledge management, information management, or a related field, or completion of knowledge management training.
- Demonstrated ability to create clear, concise, and engaging content for various audiences.
- Experience working on communications in biodiversity conservation, conservation governance, local governance, commodity supply chain management, or other related areas in the Indonesian context is preferred.
- Fluency in Indonesian, excellent written proficiency in English.

- **Location : Jakarta, Indonesia (Full WFO)**
- **Applications close on Novermber 4th, 2024**
- **Please submit your application by sending us your latest CV to: info@manka.id and cc to endang@manka.id.**
- **Please put in your email subject: Position – Your Full Name**