

IEA # 631



## Intern - Knowledge Management Assistant

**Nationally Recruited Intern**

**Reports to:** Monitoring, Evaluation & Learning Specialist and to Central Asia Climate Information Platform Research Fellow

**Location:** Tashkent, Uzbekistan

**Advertisement date:** 3 February 2020

**Closing date:** 31 March 2020

(or until the position is filled)

### Main purpose of position

The Monitoring, Evaluation & Learning (MEL) platform offers core support to ICARDA's online knowledge management activities.

The Central Asia Climate Information Platform (CACIP) will help stakeholders to access, analyze, and visualize public-domain data to support improved awareness, assessment, and decision support.

The intern will be responsible to assist in knowledge management activities in CACIP and MEL platform. One of the main objectives of the internship is to give an opportunity for capable individual to learn, get insights on project related topic, and opportunity to gain experience in global impact organization. In return we request strong commitment, timely and full performance.

### About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: [www.icarda.org](http://www.icarda.org)

### About CACIP

The Platform is expected to make available comprehensive and up-to-date relevant data and information, linking with high - quality datasets from global, regional, and local sources, provide analytical tools and interfaces for the visualization and interpretation of data and information. CACIP is developed within the framework of the [World Bank](#) funded initiative Climate Adaptation and Mitigation Program for Aral Sea Basin (CAMP4ASB) led by the [Central Asia Regional Environmental Center](#) (CAREC) in collaboration with the International [Center for Agricultural Research in the Dry Areas](#) (ICARDA) and its partners.

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[icarda.org](http://icarda.org)

International Center for Agricultural Research in the Dry Areas

## Main responsibilities

- Provide support to assigned ICARDA team on knowledge management activities;
- Conduct inventory and catalog digital library;
- Assist in producing CACIP Newsletters, regional reports and other documents;
- Support in the development and synthesis of online public consultations;
- Support in crop data cataloguing;
- Provide basic written translations in English and Russian;
- Digitalise paper materials and upload knowledge products to [MEL system](#);
- Perform other related technical and administrative duties as assigned by his/her supervisor.

## Key Deliverables

- Timely and insightful support to MEL and CACIP activities;
- High precision catalogued digital repository of knowledge products;
- Newsletters, reports and other materials are according to CACIP and ICARDA quality standards;
- Confident user of online survey tool, and synthesis datasets with visualizations;
- Translated materials with accurate document formatting;
- Timely and complete recording of documents on MEL.

## Education, qualifications and experience

### Essential qualifications and competencies

- University student or graduate in Agricultural Sciences, Information Technology, Business administration or other related field; however, strong interest in environmental sciences and contribute to development projects is appreciated;
- Excellent knowledge of Microsoft office suite (MS Word, Excel, Power Point) and strong interest in learning new software/applications.
- High attention to details and accuracy;
- Ability to work in multidisciplinary and multicultural teams
- Result-oriented mindset, proactive responsiveness, ability to work under pressure and remotely;
- Strong written and verbal communication skills in English and Russian;

### Desirable qualifications and competencies

- Knowledge of (web) design/visual communication/database management software
- Experience in working with web sites, platforms, or document management systems

## Terms of appointment

This is an unpaid nationally recruited intern position. The planned duration of the internship is 9 months. The successful intern will work in ICARDA office in Tashkent and remotely.

## How to apply

Interested applicants are invited to apply and submit the following information [here](#) latest by 10 January 2020:

- A half page cover letter in English including your availability schedule;
- A current curriculum vitae in English;
- Names and contacts (telephone and e-mail addresses) of two professional/academic referees who are familiar with your qualifications and work experience. The references should be listed in the cover letter.

**ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from women.**

**Applications will be acknowledged, but only shortlisted candidates will be contacted.**

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