

Job Description:	Knowledge Management Officer	Responsible to:	Associate Lead – Programme Implementation
Duration	1 year	Location	Lucknow, Uttar Pradesh
Purpose:	Supporting the program team in ensuring the quality of data collected from various sources, assisting in the collection of media content, maintaining accurate records, and supporting the district teams with timely reporting and data management.		
RESPONSIBILITIES		COMPETENCIES	REQUIRED SKILLS
<ul style="list-style-type: none">• The KM Officer will be responsible for conducting quality checks every fortnight to verify the consistency and reliability of the data received.• Maintain comprehensive records and follow up on meeting minutes for all block and district-level meetings, ensuring that relevant actions are implemented, tracked, and monitored in line with compliance guidelines.• Develop monthly district-wise analysis deck and share key findings with respective districts.• Perform monthly data quality checks for Family Planning (FP) Counseling Corners, ensuring the accuracy and consistency of the data. Key findings from these analyses will be shared with state and district teams for further action.• Gather and draft Most Significant Change (MSC) stories from Umeed Districts and support in review and shortlisting of MSC stories by the review panel; support the project evaluation process as required.		<ul style="list-style-type: none">• Working together: Contributes positively in team discussions by providing necessary information as well as by seeking inputs when required, collaborates well within own team as well as with cross functional teams to achieve team goals• Striving for excellence: Exhibits drive, commitment and energy towards achieving performance objectives and results; maintains and adheres to high performance standards and respects timelines.• Delivering Results: Systematically plans and organizes work so as to achieve goals in time and with accuracy	<ul style="list-style-type: none">• Strong background in data management, analysis, and reporting.• Excellent organizational and documentation skills.• Ability to work collaboratively with district and state teams.• Strong interpersonal skills.• Willingness to undertake field visits, as required.• IT literate (MS Office Suite)• Adherence to organizational policy and procedures is a must.• Strong communication skills, written and verbal.• Ability to work under minimal supervision.
KEY PERFORMANCE INDICATORS		HOW TO APPLY	
<ul style="list-style-type: none">• Decisions taken at all key meetings are followed up and compliances ensured• All districts are kept updated on their progress indicators and bottlenecks are addressed• Compendium of Most Significant Change Stories is compiled and updated every quarter• Monitoring visits to districts are regularly undertaken and key wins / gaps highlighted• Donor reports are submitted timely and carry all relevant data• Consistent support is provided as required to PFI’s Delhi and State Offices		<p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by May 31, 2025.</p> <p>Please include following in the covering letter: Current CTC: Expected CTC: Notice/ Availability to join:</p> <p>Please mention the position “Knowledge Management Officer” in the subject line of your e-mail. Only shortlisted candidates will be contacted.</p>	

ABOUT PFI

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Policy advocacy, social and behavior change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization's goals.

Over the years, PFI has played a catalytic role to address issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India's commitment to achieving Sustainable Development Goals and FP2020 targets.

OUR VALUES

MUTUAL RESPECT	EQUITY AND JUSTICE
INTEGRITY	WOMEN'S RIGHTS
COURAGE OF CONVICTION	INDEPENDENCE
CORE VALUES	HUMILITY

OUR MISSION

To advance gender-sensitive, rights-based population and family planning policies and actions for a just, equitable and prosperous society.

STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women's rights are national priorities that help realize higher growth and sustainable development.
- Strong rights based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:

Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services