Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), a regional, intergovernmental organization is looking for a senior professional with leadership capacity as well as strategic vision to take up its activities in the areas of rural development and poverty alleviation in Asia-Pacific region. Accordingly, applications for the position of **Director Learning and Knowledge Management** are invited for its Headquarters located in Dhaka, Bangladesh.

**Functional Title**: Director Learning and Knowledge Management  
**Level**: P-4  
**Organization**: Centre on Integrated Rural Development for Asia and the Pacific  
**Division**: Learning and Knowledge Management Division  
**Location**: CIRDAP Secretariat, Dhaka, Bangladesh  
**Recruitment Status**: Professional Category  
**Duration of Assignment**: Initially for a period of 03 (three) years including one year probation

**Background**
CIRDAP was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6th July, 1979. It has 15 members countries namely, Afghanistan, Bangladesh (Host State), Fiji, India, Indonesia, Iran, Lao PDR, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam. The purpose of CIRDAP is to provide technical support and promote innovative best practices on sustainable IRD amongst member countries in Asia-Pacific in order to improve the lives of the rural people.

**Position Purpose**
The Director, Learning & Knowledge Management Division (DLKMD) supports the Director General by developing and overseeing the implementation of the Learning and through Management Strategies on CIRDAP focus areas.

**Key Duties and Responsibilities**
Under the direct supervision of the Director General of CIRDAP, the Director is responsible for carrying out the following duties and responsibilities:

(i) Designing Learning programme activities based on the needs of member countries;  
(ii) Dissemination of Rural development information through sound digital platforms and publications;  
(iii) Establish new partnership and strengthen collaboration with existing CIRDAP member countries, Link Institution (CLI’s) and development partners;  
(iv) Sound management of Learning Programme activities and Information dissemination through proper planning, implementation, monitoring, evaluation and regular reporting of the Division’s activities;  
(v) Mobilize resources through the Division’s activities and engagement with Development Partners for collaborative programmes and funding; and  
(vi) Perform other duties and responsibilities assigned by Director General.
**Required Experience:**

(i) At least 5 years’ experience as a Head / Senior level staff at the national and/or international levels;
(ii) Designing and managing Learning Programmes activities in a recognized national and/or international institutions / organizations;
(iii) Managing information dissemination through digital platforms and publications;
(iv) Engagement as a Resource Person / Facilitator and presenting Papers in the national and/or international Conferences, Forums, Workshops etc.;
(v) Networking with recognized institutions / organizations.

**Qualifications:**

(i) Relevant Master’s Degree preferably with a PhD from a recognized University;
(ii) Training of Trainer (ToT), Knowledge Management, and /or Leadership, Coaching / Development, certification;
(iii) Familiarity with MIS systems and or databases, preferred;
(iv) Age- below 60 years, preferably not exceeding 57 years.
(v) Citizen of CIRDAP Member Countries.

**Competencies:**

(i) Having knowledge and skills in Learning and Knowledge Management;
(ii) Good communication and interpersonal skills;
(iii) Able to demonstrate good management and leadership skills;
(iv) Having sound knowledge and skills on programme management;
(v) Ability to establish and network with stakeholders;
(vi) Able to demonstrate the values of Diligence, Integrity, Transparency & Accountability whilst executing duties;

**Personal Attributes:**

(i) Visionary;
(ii) Upholds moral or ethical values;
(iii) Conceptual thinking and the ability to think outside the box;
(iv) Ability to adjust to changes and innovative.

**Salary & Other Benefits**

Level P-4(Step I-IV) salary level including Health Insurance, Housing and Children Education benefits.

**Application Procedure:**

Apply with recent CV and photo along with a motivational letter. Beside of this candidate should fill up the CIRDAP Application Form available in CIRDAP website: www.cirdap.org. Please note that all documents should be submitted by the Applicant directly to the Contact Ministry (Ministry name available in CIRDAP website) of the respective country for endorsement and a copy to the following two email: dg@cirdap.org and hr@cirdap.org.

For any further query, you may communicate with Administrative Officer through his email aoc@cirdap.org.

*(The Management of CIRDAP reserves all the right to make any decision without assigning any reason whatsoever)*