



Job Description

Job Title:	Knowledge Management Coordinator
Department:	Monitoring, Evaluation, Accountability and Learning (MEAL), Global Operations
Reports to:	Manager, Global Operations
Location:	Islamabad
Contract Type:	contractual
Salary Range	PKR. 150,000- 200,000
Purpose	Working within the MEAL Section of Global Operations and to ensure that the wealth of research and evidence generated across our partner countries is transformed into meaningful action, strengthening the quality, accountability, and impact of our work worldwide.
Main Responsibilities	<ul style="list-style-type: none"> • Consolidate and synthesise research, evaluations, and monitoring data from all Muslim Hands partner countries into usable formats such as policy briefs, learning notes, and evidence summaries. • Facilitate the dissemination of MEAL-generated evidence to senior management and country leadership teams, ensuring understanding, relevance, and actionable insights. • Engage with key decision-makers to build buy-in for evidence-based programming and ensure findings are incorporated into strategic and operational plans. • Maintain and continuously update a central repository of knowledge products, ensuring accessibility, consistency, and alignment with organisational priorities. • Lead the design and facilitation of learning sessions, webinars, and workshops to promote cross-country knowledge sharing and uptake of best practices. • Collaborate with MEAL and Programme teams to strengthen organisational learning systems and ensure continuous feedback loops between evidence generation and programme design. • Support the development of communication and advocacy materials highlighting programme impact, innovations, and success stories for internal and external audiences.
Required Qualification, Experience and Skills:	<ul style="list-style-type: none"> • Master's degree in development studies, Social Sciences, Knowledge Management, or a related field (MPhil/MS preferred). • Minimum of 3–5 years of experience in knowledge management, MEAL, research, or programme learning roles within the development or humanitarian sector. • Demonstrated ability to translate complex research and evaluation findings into clear, engaging, and actionable resources. • Experience in facilitating organisational learning and supporting decision-making through evidence-based approaches. • Strong analytical, writing, and presentation skills, with attention to clarity and audience needs. • Familiarity with knowledge management systems, digital repositories, and collaborative learning platforms. • Excellent interpersonal and coordination skills, with the ability to influence and engage senior stakeholders across different country contexts.