

## Imago Global Grassroots - Recruitment Knowledge Associate, Global Office

**Location:** Remote, based in LATAM.

**Start date:** Preferably as soon as possible, though we can accommodate start dates between October and November 2024.

**Application deadline:** September 29<sup>th</sup>, 2024. Applications will be reviewed on a rolling basis so early submissions are encouraged.

### ABOUT US

Imago Global Grassroots (Imago) has worked with mission driven organizations since 2014 to build capacity and scale impact in a way that respects their unique contexts and strengths. Using an approach which seeks to place those closest to the challenge at the center of designing solutions, we work together with organizations to address topics critical to scaling up, such as, strategic planning, building a culture of learning, monitoring and evaluation, and mainstreaming of agile methods for innovation. Imago is the last stage of growth in an insect when it attains maturity to find its wings. At Imago, we help our clients accelerate the process of finding their wings so that they can hone their potential to scale impact and take flight.

The knowledge vertical serves Imago's mission to "change development thinking and practices around poverty alleviation." In the knowledge function, we harvest and consolidate learnings and reflections from all our projects and clients around the world to build cutting edge frameworks and tools at the frontier of development thinking.

Imago has developed thought leadership on various topics including scaling up, leadership, and adaptive evaluation techniques. Throughout we bridge concepts from multiple disciplines including economics, psychology, systems thinking, design thinking, and adaptive evaluation and management. We have published in various reputed forums, including at the Center for International Development at the Harvard Kennedy School, the Harvard Social Impact Review, and the Stanford Social Innovation Review.

To learn more about knowledge at Imago, visit our [Ideas & Insights page](#), our [Featured Series page](#), the official [website](#) of our recently published book, [Scaling Up Development Impact](#), and our [YouTube](#) channel, all of which have a selection of Imago's intellectual contributions, publications, and creative practices.

## DESCRIPTION OF THE POSITION

The Knowledge Associate will play a pivotal role in knowledge creation, knowledge management, and critical support for our adaptive evaluation projects, closely working with Imago's Senior Knowledge Manager.

Knowledge creation, constituting approximately 30% of the work, involves reviewing literature and current thinking on various issues, analyzing data, documenting practices and lessons, and synthesizing emergent patterns across themes (such as scaling up, leadership, adaptive evaluation, etc.) and geographies (India, LATAM, and Africa).

Knowledge Management, comprising about 50% of the work, entails ensuring smooth day-to-day operations of the knowledge function. This includes timely completion of planned knowledge activities, organizing internal and external knowledge-sharing events, maintaining our internal knowledge repository, and facilitating dissemination of knowledge products via social media, the Imago newsletter, and to experts and clients.

The Knowledge Associate will also assist in coordinating activities for our Adaptive Evaluation projects. Adaptive Evaluation, developed at Imago, consists of a set of techniques for systematic learning to support and inform action for scaling up impact, and the Knowledge Associate will provide support to these projects (approx. 20 % of the overall work).

## MAIN FUNCTIONS AND RESPONSIBILITIES

General responsibilities for this position include:

- In collaboration with the Senior Knowledge Manager, support in background research, synthesis of literature, data analysis, and/or writing of internal and external research projects.
- Support the creation of the knowledge agenda and strategy via participatory workshops and internal meetings.
- Oversee and closely monitor the knowledge pipeline from ideation, to drafting and feedback, to publication and dissemination using the knowledge management system.
- Lead the coordination, preparation, and documentation of learning from internal knowledge-sharing events, including critical harvesting sessions,

reading groups, knowledge brown bags, capacity-building, training etc., in close collaboration with the Senior Knowledge Manager.

- Facilitate the documentation of relevant tools in the Imago workbooks.
- Help in managing and responding to the team's requests for knowledge, training, and or areas to work on.
- Design and analyze questionnaires and surveys for internal learning.
- Coordinate the development of case studies and stories of impact from the various program activities, including reviewing the work and extracting generalizable lessons.
- Update and maintain the internal knowledge library, including informing relevant teams of recent additions and processing requests for uploads.
- Work closely with the communications team and Senior Knowledge manager to ensure any external piece is showcased appropriately on social media and/or the Imago newsletter and shared with relevant clients, funders, and other important stakeholders.
- Help organize, coordinate, and develop supporting materials and presentations for external knowledge seminars, workshops, and book launches.
- Help curate content and run the Ideas and Insights page on the Imago website and the Imago YouTube Channel.
- Maintain relationships with external publications contracts, where relevant.
- Coordinate activities and check in with knowledge summer fellows and research fellows.

Other Responsibilities include:

- Provide general support for Imago's adaptive evaluation activities.
- Provide general support for program managers and the COO & CEO.
- Help organize Imago-wide events.
- Other administrative duties as assigned.

## QUALIFICATIONS AND POSITION REQUIREMENTS

The ideal candidate for this position will have:

### **Required Skills and Experience:**

- Deep passion and commitment to improve lives around the world.
- Demonstrated interest in research and knowledge creation and curiosity and openness towards ways of doing international development differently.

- 2-4 years of relevant experience in qualitative and quantitative research.
- An undergraduate degree in a relevant field (economics, social sciences, etc.) is required; a graduate degree is strongly preferred.
- Fluency in English with the ability to communicate confidently in both spoken and written formats for internal and external audiences. Proficiency in Spanish is preferred, Portuguese is desirable.
- Experience in conducting data analysis on Stata, R, and/or Python.
- Demonstrated ability to work in a dynamic, fast-paced environment with a track record as a self-starter.
- Detail and execution-oriented, able to take a task from a high-level strategic idea to rapid execution with a large amount of autonomy and conscientiousness.
- Strong desire for professional growth and development, with a track record of openness to give and receive feedback.
- Ability to work with international, cross-cultural, and diverse teams in a remote environment.

#### **Other desirable skills and experience:**

- Familiarity with impact evaluation, design thinking, system thinking, adaptive management, and scaling up frameworks.
- Subject matter expertise or experience in gender equality; diversity, equity, inclusion and justice; maternal, infant, and child health and development; supporting Indigenous livelihoods; and/or education.

### **SELECTION PROCESS**

1. Interested candidates must complete the following form and attach their CV in the space provided: <https://forms.office.com/r/RbeAb3cKp9>
2. Candidates who are shortlisted, based on their CV and responses to the form, will receive an invitation to an interview that will determine continuity in the selection process.

**Applications will be accepted until September 29<sup>th</sup>, 2024, and will be reviewed on a rolling basis.**

*We thank all applicants in advance for the time and effort dedicated to preparing their application. Only shortlisted candidates will be contacted.*