

Grow Knowledge. Inspire Change. MAKE LEARNING GO FURTHER.



Join the SRP Knowledge & Learning Unit and help scale knowledge, build capacity, and drive sustainable rice systems forward.



KNOWLEDGE & LEARNING ASSISTANT

Support the implementation of SRP's Knowledge & Learning Strategy and deliver impactful learning and capacity development initiatives.



Ideas to Impact. Learning to Action. Together.



Purpose of the Role

Support knowledge management, monitoring, evaluation and learning (MEL), reporting, and the development of learning resources and capacity building initiatives within SRP's Knowledge & Learning Strategy.



COLLABORATIVE

We work together across partnerships and perspectives.



INCLUSIVE

We value diversity and embrace new ideas.



IMPACTFUL

We turn knowledge into action that scales sustainable rice solutions.

KEY RESPONSIBILITIES



Support the management and continuous improvement of the SRP Knowledge Hub.



Assist with MEL activities, including data collection and visualisation.



Support the preparation of reports, knowledge products, case studies, and presentations.



Provide administrative and operational support to the Knowledge & Learning Unit.



Support the development and formatting of training materials, presentations, and related documents.



Support the organisation of webinars and events.



QUALIFICATIONS

- ✓ Bachelor's degree in development studies, knowledge management, information management, communications, social sciences, agriculture, business, or related fields.
- ✓ At least one year of relevant experience in project coordination, knowledge management, MEL, or programme support.
- ✓ Strong analytical, organisational, and communication skills.
- ✓ Excellent written and spoken English.
- ✓ Proficiency in Microsoft Office (Excel, PowerPoint, Word), Canva, and AI tools (e.g., Claude, Notebook LM, Perplexity).
- ✓ Experience working with international organisations, multi-stakeholder initiatives, or agricultural sustainability programmes is an advantage.
- ✓ Good knowledge of statistical software for data analysis (e.g., SPSS) is an advantage.

NOTE:

This is a part-time position. The suitable candidate is expected to work for 24 hours/week for 4-5 weeks, with the possibility of extensions.

WHY JOIN SRP?



Work with a passionate, international team.



Contribute to a global mission that makes a real difference.



Grow your skills. Learn continuously. Broaden your impact.



Be part of a learning community driving change at scale.



We are looking for a passionate, creative, and out-of-the-box thinker who is a great team player!



READY TO MAKE AN IMPACT?

Send your CV, cover letter, and (if available) samples of your work related to Knowledge Exchanges and Capacity Building to:

knowledgehub@srpglobal.org



APPLICATION DEADLINE

28 August 2026

Only shortlisted candidates will be contacted. We look forward to hearing from you!