

Job Description of

ALiSEA Regional Knowledge Management Coordinator

1. Position Summary

Position	ALiSEA Regional Knowledge Management Coordinator
Number of positions	1 Full time position
Duration	One year, renewable
Duty station	Either Phnom Penh (Cambodia), Vientiane (Laos) or Hanoi (Vietnam)
Travel requirements	Local and regional
Starting date	01 September 2025
Under Supervision of	ALiSEA Regional coordinator and her deputy GRET Country Representative
Supervising	ALiSEA National Knowledge Management Coordinators in Cambodia, Laos, Myanmar, and Vietnam
Support provided by	GRET support team and technical staffs Knowledge management expert
Project title and ID	APP-SEA (Agroecology Promotion Program – South-East Asia)

2. About GRET

GRET is an international NGO, founded in 1976 and governed by French laws with its headquarter in France and 13 local representation offices in the world. GRET acts on a range of 7 complementary themes (i.e. Agriculture; Cities for all and decentralization; Civic issues and democracy; Drinking Water, sanitation and waste management; Health; Natural resource management and energy; and Micro-finance and professional integration) in 28 countries with an aim of providing durable and innovative answers to the challenges of poverty and inequalities. Its actions take place locally, in territories and listening to communities, as well as internationally, through advocacy and knowledge sharing. GRET innovates by capitalising on its experiences, through a constant process of action-research, valorising local approaches and creating a link between various stakeholders, over sufficiently long periods to generate significant impact.

GRET has been present in Cambodia since 1988, working in several areas: Improving access to local essential services, improving small farmers' livelihoods and strengthening food systems, extending social health coverage for all citizens.

Presented in Vietnam since 1988 with a representative office in Hanoi, GRET has developed diversified forms of support and expertise in agriculture, civic issues and democracy, natural resource management, energy and waste management, etc... During its long-term growth in Vietnam, expertise of the technical assistants, the profound knowledge of socio-economic context and local regulations, capacity of coordination of projects, experience in publication of references have been GRET Vietnam's strengths.

GRET is a key actor in the development sector in Laos. Since 2004, it has been providing technical expertise to numerous sectors in the country, in particular in the areas of agriculture, rural development, land governance, natural resource management, and access to essential local services (water, sanitation and solid waste management). GRET takes innovative approaches and places sustainability at the core of its practices. It plays a central role engaging with development partners and the Lao government.

3. About ALiSEA

The Agroecology Learning alliance in South-East Asia (<https://ali-sea.org>), is an open coalition of stakeholders initiated in 2015. It aims to enable local and regional agroecology stakeholders to jointly produce knowledge that supports a regional agroecological transition. The ALiSEA network counts 202 member organizations, including 109 CSOs / NGOs, 17 farmers' organizations, 40 research and 29 private sector institutions, 5 government organizations, and 4 networks. It is a member-driven network currently active in Cambodia, Laos, Myanmar, Thailand and Vietnam. ALiSEA is coordinated at national level by the executive team and at the regional level by GRET. ALiSEA has three objectives: (1) Strengthening knowledge and experience sharing among agroecological initiatives and actors, (2) Increasing visibility and credibility of agroecological movement towards policy makers and consumers and (3) Scaling up the development and adoption of agroecological practice among farmers.

ALiSEA aims to further improve its structure, operational sustainability, and governance to achieve autonomy. The ALiSEA governance relies on an adaptive and flexible management approach integrating members' suggestions, testing innovative mechanisms for ensuring local ownership.

ALiSEA is currently supported through the Agroecology and Safe Food System Transitions (ASSET project -2020-25- ASSET, Agroecology and Safe Food System Transitions in Southeast Asia), coordinated by GRET and CIRAD, and funded by AFD, EU-DeSIRA and FFEM. More recently, ALiSEA has received funding from the Swiss Agency for Development Cooperation (SDC) under the Agroecology Promotion Programme (APP), which runs from 2024 to 2028. This programme promotes agroecology as a pathway towards sustainable, resilient, localised and healthy food systems. As part of APP, CDE is partnering in ALiSEA' s knowledge management and regional hub activities.

4. Job purpose

There is lack of evidence, in the Mekong Region, on the potential of agroecology to foster the 2030 Agenda by securing access to food, addressing adaptation to climate change, and preserving biodiversity. Thus, the documentation and dissemination of agroecological knowledge, the promotion of agroecological principles, and the fostering of exchange among stakeholders are key to drive transformation. To support this objective, ALiSEA is actively working on agroecology knowledge production and sharing and has developed a digital platform, the ALiSEA knowledge hub as part of its strategy of sharing knowledge on Agroecology. The ALiSEA KH is availing open access resources and promotes knowledge that is produced by various stakeholders. The KH includes a library, a map explorer, a collection of knowledge products, a database on Agroecology and a data blog. GRET is recruiting a **Regional Knowledge Management Coordinator** to support ALiSEA' s knowledge production, promotion, and dissemination to its members and to broader audiences.

5. Main tasks and responsibilities:

The **Regional Knowledge Management Coordinator** is responsible for:

- **Overall coordination** of Knowledge management activities at regional and national levels.
- **Knowledge Management:** knowledge production and sharing from design to monitoring
- **Knowledge Hub (KH) management:** smooth operation, update and improvement of the Knowledge hub (features, contents, usage, visits)
- **Capacity building:** ensure training and coaching on Knowledge management

6. Detailed Tasks

a) **Overall coordination**

- **Human Resources responsibility:** Oversee the activities of the National KM Coordinators.

- **Strategic development:** Develop, implement, monitor, and adapt the ALiSEA KM strategy and action plan.
- **Budgeting:** Elaborate and monitor the budget for KM activities in line with the ALiSEA KM strategy and action plan
- **Internal coordination:** (1) collaborate with the project team, the national executive teams, the Board of Members, network members and other stakeholders at regional level (e.g. governments, communities) (2) contribute to the yearly national action plan with members and to ALiSEA's assembly agendas, (3) Participate to ALiSEA regional and national assemblies and meetings related to KM.
- **Reporting:** Contribute to the ALiSEA semester and annual activity reports.

b) **Agroecology Knowledge Management:**

- **Knowledge production:** (1) Help network members and other partners to write technical leaflets, research and practice briefs, interactive map, storytelling, blog posts, and other knowledge products. (2) Develop own knowledge products, depending on own thematic background and interest. (3) Develop website articles related to regional activities. (4) Identify and develop relevant synthesis products, such as policy messages, research highlights, overviews, etc. based on the knowledge products that have been uploaded to the KH
- **Knowledge exchange:** Develop, coordinate with national KM officers, and monitor knowledge exchange strategy and action plan (Webinars ...)

c) **ALiSEA Knowledge Hub (KH) management:** The Regional KM Coordinator will work closely with the Centre for Development and Environment (CDE, <https://www.cde.unibe.ch>) who will provide support and coaching in all matters related to the KH management. Within this partnership, the Regional KM Coordinator will be responsible for:

- **Editorial line of KH:** Co design and formalise the editorial line of the KH, including quality standards, priority topics, geographical representation, corporate identity with KM team and ALiSEA regional coordinators,
- **Features of KH:** Ensure good operation of current features and identify potential new ones and KH improvements
- **Knowledge collection for KH library:** (1) Identify, access, document external resources to be included to the KH library. (2) Coordinate the national KM coordinators to perform the same for resources produced by national network members
- **KH content management:** (1) ensure the update of different Knowledge hub sections (with contents produced under knowledge production or entered by national KM coordinators – CKAN Library interface- or by external users - Experts database section) through the WordPress admin and CKAN admin interfaces. (2) Apply control to ensure that contents are meeting quality standards (review and validation prior to publication) defined in editorial line.
- **KH visits monitoring:** (1) Monitor the visits of the KH and inform ALiSEA network members about it. (2) Assess users' satisfaction and take action to ensure gradual improvements based on feedback.
- **Technical maintenance:** coordination of development of technical guidelines and maintenance protocols, contribution to identification of external technical support and services, contribute to financial planning
- **Partnerships development:** Liaise with coordinators of other platforms in the region to explore partnerships including exchange of data and information.

d) **Capacity development**

- **Training concept:** Develop a KM training programme for ALiSEA members and interested partners, to be integrated to the overall ALiSEA training portfolio.

- **Technical coaching:** (1) Support national teams to enhance their skills in KM, including writing and data analysis. (2) Provide technical training to national knowledge management coordinators and ALiSEA members on how to organise and upload content to the KH
- e) **Other tasks:** Perform other tasks to ensure the smooth implementation of regional KM activities when required.

7. Requirements

- **Academic qualification:** Master's degree or equivalent in a field that is relevant to agroecology, such as agriculture, development economics, environmental sciences, rural development, project management, or related fields or Master's degree or equivalent in the field of knowledge/information management, communication, information technology, learning and development, or other discipline
- **Experiences:** 5-10 years' experiences of working on knowledge management in rural development, agroecology, multi-stakeholders dialog, sustainable livelihoods, food security. Experiences of working with Community Based Organizations (CBOs), Farmers' Associations or Non-Profit Associations
- **Knowledge Management Systems and Tools:** Knowledge and experience in handling different types of KM systems/tools, and/or web content management. Experience in WordPress administration (not including coding) or willingness to invest time in acquiring these skills. Experience in digital data analysis and visualisation, and with digital mapping tools or willingness to invest time in acquiring these skills. Excellent digital proficiency and ability to quickly understand and master digital tools
- **Knowledge synthesis and writings:** Strong analytical and conceptual skills, and ability to synthesize and summarize technical and research contents into briefs, factsheets, infographics, or policy notes. Used to write and edit reports, case studies, or knowledge products for diverse audiences.
- **Capacity building:** Skills in capacity-building and training.
- **Nationality and regional competency:** Cambodian, Vietnamese or Laotian nationals only. Candidates should be (a) willing to travel within the region when required, (b) willing to work in multicultural environments with stakeholders having a variety of backgrounds.
- **Personality:** Structured thinking and Ability to take initiative and work independently. Dynamic, honest, committed and hardworking. Ability to work in a multicultural team environment.
- **Languages:** Fluent in writing and speaking English. French is an advantage.
- **Gender:** Female candidates are encouraged to apply.

8. How to apply

All interested candidates shall send CV (3 pages maximum), submit past writing article, study, knowledge products; and cover letter via email to prak.cambodia@gret.org, gret.vietnam@gret.org, vasana.laos@gret.org and CC to pat.cambodia@gret.org. Only shortlisted candidates will be contacted for further recruitment process.

Closing date of application: 07 July 2025, 17:30 Cambodian/Vietnamese/Laotian time.
