I am pleased to share with you information on two vacancies at ICIMOD. Details of each position as well as the links are given below.

Position: Tourism Specialist  
Deadline: 19 February 2012  
http://www.icimod.org/?q=6557

Position: Senior Knowledge Management and Communication Specialist and Programme Manager  
Deadline: 11 March 2012  
http://www.icimod.org/?q=6632
Interested candidates may apply through the ICIMOD’s online application system<http://www.icimod.org/cvmgmt>. Please do not send it to me.

Best regards,
Nira

Terms of Reference
Title: Tourism Specialist
Action Area : Innovative Livelihood
Options
Programme: Sustainable Livelihood and Poverty Reduction (SLPR)
Apply Now<http://www.icimod.org/cvmgmt>

Background
The International Centre for Integrated Mountain Development (ICIMOD) is a regional knowledge development and learning centre serving the eight regional intergovernmental member countries of the Hindu Kush-Himalayas (HKH)<http://www.icimod.org/?q=1137>- Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. We are working to develop an economically and environmentally sound mountain ecosystem to improve the living standards and livelihood options of mountain women and men - now, and for the future. In line with its new Strategic Framework<http://www.icimod.org/?q=5>, ICIMOD is strengthening its capacity to develop new approaches to meet the growing challenges in the region posed by multiple drivers of change such as climate change, land use change, migration, and globalisation.
To support the Sustainable Livelihoods and Poverty Reduction (SLPR) Programme<http://www.icimod.org/?q=368>, ICIMOD currently seeks to recruit a Tourism Specialist. The Tourism Specialist is responsible for the design, planning, and implementation of ICIMOD's tourism-related activities within the Innovative Livelihood Options Action Area. S/He has thorough knowledge of the Himalayan region, is aware of lessons learnt and best practices in mountain tourism, and can upscale these through the development and implementation of innovative programmes and projects. S/He takes initiative to integrate innovative ideas related to responsible mountain tourism in ICIMOD's overall programme. S/He contributes to the annual planning of the SLPR strategic programme and acts in the interest of the institution as a whole.

Responsibilities and tasks

Under the leadership of the Sustainable Livelihoods and Poverty Reduction Programme Manager and the direct supervision of the Innovative Livelihood Options Team Leader, the Tourism Specialist will:

* mainstream innovative ideas on tourism as a livelihood and adaptation strategy in the HKH in the strategic and operational plans of ICIMOD;
* provide leadership to expand the current tourism programme of ICIMOD and further increase its visibility, regional ownership, and donor interest;
* further develop the Himalaya Heritage Routes programme and initiate pilot projects in the Kailash Sacred Landscape area and/or other locations in the HKH;
* develop and lead strategic
partnerships with national and regional stakeholders for further implementation of the Himalaya Heritage Routes programme;
* lead the preparation of annual operation and budget plans for ongoing tourism projects and activities, and monitor and report on their implementation;
* facilitate and coordinate the integration of tourism-related activities throughout the institution's work, and contribute to relevant cross-institutional proposals;
* ensure that new initiatives on mountain tourism are planned in an interdisciplinary way, and that these are contributing to the strategic objectives of the institution;
* take initiative to flag new knowledge, research, and developments in tourism in the HKH region, and proactively lead in identifying new ideas and scope of work;
* coordinate new and ongoing regional tourism activities, and facilitate the implementation of recommendations and follow-up;
* facilitate knowledge development on responsible mountain tourism in the HKH, e.g., by preparing synthesis studies and policy briefs for wide dissemination across the region; and
* participate in public and scientific events as a representative of ICIMOD.

Minimum Qualifications
* Postgraduate degree in tourism, social sciences (anthropology, sociology), economics, or development studies
* At least 5 years of relevant work experience including experience in designing, planning, managing, and coordinating tourism-related programmes and projects on a national and/or regional level
* Extensive travel or work experience in
the HKH

**Date:** Profound knowledge about tourism as a livelihood and adaptation strategy, and about good practices and lessons learnt in the HKH region

**Competencies**
- Excellent English communication and writing skills, with a documented record of relevant publications; knowledge of one or more Asian languages would be an asset
- Proven success in writing project proposals and securing funding for tourism-related activities
- Excellent networking and stakeholder management skills, and a good network of contacts with key stakeholders in the tourism sector
- Experience in working with multi-disciplinary teams, particularly with international/ regional agencies; and skill in working with colleagues and collaborators of different national, gender, and cultural backgrounds
- A proven track record in promoting and supporting gender equity

**Duty Station**
The duty station is Kathmandu; frequent travel in the region may be required. The Tourism Specialist should be healthy and physically fit to undertake frequent travel to remote and difficult mountainous regions.

**Duration**
One year, of which the first three months on probation. Extension is subject to future funding levels of ICIMOD. Starting date is as early as possible, preferably 1 March 2012.
Remuneration

Salaries and benefits of ICIMOD are highly competitive compared to those of other regional organisations; remuneration is commensurate with experience and qualifications.

Gender and Equity Policy

Qualified and eligible women candidates and those from disadvantaged backgrounds are highly encouraged to apply. ICIMOD implements a gender fair policy and is supportive of working women. It operates a Day-Care Centre at the campus and is committed to gender mainstreaming at the organisational and programmatic levels.

Method of application

Applicants are requested to apply online before 19 Feb 2012 through ICIMOD's online application system<http://www.icimod.org/cvmgmt>. Only shortlisted candidates will be notified.

Terms of Reference

Title: Senior Knowledge Management and Communication Specialist and Programme Manager
Programme: Integrated Knowledge Management (IKM)
Apply Now<http://www.icimod.org/cvmgmt>

Background

The International Centre for Integrated Mountain Development (ICIMOD) is a
regional knowledge development and learning centre serving the eight regional member countries of the Hindu Kush-Himalayas (HKH) - Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Mountains are one of the global ecosystems facing the most rapid socioeconomic and environmental changes. Our aim is to influence policy and practices to meet the associated challenges in the HKH region. To do this we bring together top researchers from the region and around the globe to generate and disseminate state-of-the-art science (physical and social) for evidence-based decision making; and we provide a neutral meeting point for transboundary research and collaboration. Working across three main programme areas - integrated water and hazard management; environmental change and ecosystem services; and sustainable livelihoods and poverty reduction - we seek to improve the lives of mountain women and men, now and for the future.

The Integrated Knowledge Management Programme aims to strengthen and improve the human and institutional capacity within and outside ICIMOD. Its objective is to capture, share, package, and disseminate applicable knowledge and information to inform and influence policy makers and practitioners in the HKH region and beyond, using effective communication.
methods and tools. The IKM Programme Manager is responsible for realising ICIMOD's role as a regional knowledge, learning, and enabling centre.

Responsibilities and tasks
The incumbent will be a senior knowledge management and communications professional with strategic vision, managerial and operational experience, and skills spanning a range of knowledge and media domains and strategies. S/he will implement ICIMOD's strategies on knowledge management and communication, and will design tools, processes, and practices for knowledge sharing and regional and global networking.

In this regard the leadership quality, vision, and managerial skills of the Programme Manager are crucial. The incumbent will work under the overall supervision of the Director General. The IKM team comprises a Head of Publishing and Communication as well as unit coordinators for Information Technology, Public Relations, and Library. Moreover, the Programme Manager supervises several external networks, in particular the Asia Pacific Mountain Network and the Himalayan University Consortium.

Key Tasks and Responsibilities
* Provide leadership to the IKM Programme - including activities in knowledge management, publishing and communications, public relations, library/knowledge centre, IT, and Knowledge Park at Godavari - and manage the programme's human and financial resources.
* Promote knowledge sharing through improved management of the organisation's operational processes and systems by, among others, strengthening development and integration of practices and procedures for information and knowledge capturing, packaging, sharing, and learning
* Provide strategic advice on knowledge sharing and corporate communications to the Directorate and Programme Managers
* Promote regular sharing of experiences across programmes and divisions; facilitate seamless sharing of ideas, knowledge, and experiences among ICIMOD staff and partners
* Improve and implement collaborative processes and tools for pooling and consolidating internal knowledge; promote innovative approaches in sharing knowledge and best practices
* Provide support for the establishment and nurturing of communities of practice through such means as web platforms, workshops, and guidance Monitor and evaluate the impact of ICIMOD's knowledge sharing activities, including through external benchmarking
* Provide support to ICIMOD programme teams and partners in planning, organising, and implementing interactive learning and information sessions, e.g., workshops, training, field visits
* Organise knowledge forums in which invited knowledge leaders and eminent scholars speak on a broad range of issues in support of ICIMOD programme activities
* Design and implement knowledge management strategies and promote virtual sharing, social networks, and use of the latest information and communication technologies.
* **Advanced degree in information science, knowledge management, or communication science; additional training in adult education, environmental science, and/or natural resource management are an advantage**
* **Minimum 10 years of progressive experience in the areas of knowledge management and/or communications, preferably within a knowledge-based organisation with a mandate similar to ICIMOD's**
* **Minimum 5 years of senior management experience**
* **Experience in developing and delivering knowledge sharing programmes with and for different stakeholders and partner organisations**
* **Work experience in the Hindu Kush Himalaya region is desirable**

**Competencies**

**Management and Leadership**
* Ability and experience in managing a programme, including strategy development; managing people and resources; and planning, monitoring, and evaluation
* High standards of personal integrity and professional working skills

**Cross-Organisational Teamwork**
* Ability to collaborate and to establish straightforward, productive and professional relationships among peers and staff: treating all colleagues with fairness and respect; demonstrating sensitivity for cultural and gender differences; acknowledging others' contributions; showing great drive and commitment to ICIMOD's vision, mission, and mandate; and inspiring others
* Ability to influence others and to resolve differences across the organisation: gaining support and
commitment from others; resolving differences by determining needs and fostering cooperation; devising solutions that benefit all parties; promoting collaboration and facilitating teamwork across organisational boundaries

* Willingness to seek help as needed

Communication Skills
* Ability to communicate with all levels of management and programme staff: ability to get consensus across different programmes and divisions; ability to generate enthusiasm and energy
* Ability to explain complex concepts in simple language
* Ability to establish and maintain effective networks and partnerships within and outside the organisation

Learning and Knowledge Sharing
* Ability to build partnerships for learning and knowledge sharing: welcoming new ideas; allowing free and frank discussions; sharing own knowledge; and applying new insights and knowledge in daily work

Analytical Thinking and Decisive Judgment
* Ability to analyse issues and problems systematically for sound decision making: gathering broad and balanced input, drawing sound conclusions, and translating conclusions into timely decisions and actions

Language Skills
* Excellent skill and fluency in oral and written English
* Public speaking expertise

Duration
An initial 3 years, of which the first 6 months are probation, with opportunities for extension. Starting date is as early as
Remuneration
Salaries and benefits of ICIMOD are highly competitive compared to other regional organisations; remuneration is commensurate with experience and qualifications.

Gender and Equity Policy
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