

Knowledge Officer (Summit)

Role Profile

Hours of Work:	Full time (37.5 hours per week)
Contract:	Fixed term contract to end 2026
Location:	Remote (to be based in India or South Korea). Must be regularly available for online meetings during daytime AEST and BST. Some travel to IAPB events may be required but is not guaranteed.
Salary:	Dependant on location and experience
Reporting to:	Director of Knowledge Management

About Us

IAPB is the overarching alliance for the global eye health sector, dedicated to eliminating the global vision crisis. A global network spread across 100+ countries, of the most brilliant and committed non-profits, philanthropists, public and private organisations.

IAPB, on behalf of its network, holds trusted relationships with the United Nations and World Health Organisation. No one else is operating under this same model with the same reach. There are 1.1 billion people living with sight loss because they don't have access to eye care services. We are make the case loudly and repeatedly that eye health is not an optional extra. It is vital to everything, for everyone.

Our income and impact have both increased in recent years and with a new 3-year plan, we are accelerating our work and impact further. IAPB is a growing and successful international organisation registered in the UK with a dedicated staff team located around the world.

Overview of Role

The Knowledge Officer will support the collection, management and analysis of data & knowledge related to the Global Summit on Eye Health, ensuring quality and accuracy. This is an exciting opportunity for an experienced professional to contribute significantly to global eye health initiatives.

Key Responsibilities

As Knowledge Officer you will be responsible for key aspects of data collection, knowledge management and reporting. Specifically:

- Data collection & management. Data may be collected from various sources, including surveys, interviews, and other relevant channels. Data management may include validating and organizing data. You may assist in the development and implementation of data management strategies.
- Knowledge Production. Preparing knowledge-based reports, publications, briefs and visualizations for the appropriate audience.
- Connection & Collaboration. Working with IAPB teams on collection of information, analysis and interpretation, and compiling knowledge as needed for the appropriate audience.
- Providing training and support to staff on knowledge management best practices.
- Staying up-to-date on knowledge management technologies and methodologies.

Skills and Experience Required

- Proven experience in knowledge management and data collection and management, preferably in a healthcare or research setting.
- Proficiency in data analysis tools and software (e.g., Excel, Knack or similar)
- Experience with data visualization tools (e.g., Flourish, Data Wrapper) is a plus
- Demonstrated ability to work independently and as part of a team.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Highly organized and efficient
- Strong problem-solving and analytical skills
- Ability to work under pressure and meet deadlines.
- Passionate about knowledge and its potential to drive positive change.

Corporate Competencies Required

- Demonstrates integrity by modelling the IAPB's values, behaviours and ethical standards
- Promotes the vision, mission and strategic goals of IAPB

Why work with us?

- Work for purpose, know that your work contributes to creating a world where no one is needlessly visually impaired, where everyone has access to the best possible standard of eye health; and where those with irreparable vision loss achieve their full potential.
- IAPB is an equal opportunity employer with a candidate selection policy that encourages diversity and inclusion.

Application

All applicants should submit a cover letter and CV including details of current salary / salary expectations and notice period to:

Director of Knowledge Management, Jude Stern

HR@iapb.org

Closing Date: 9th June 2025

Due to the volume of applications received, we are unable to respond to everyone. If you have not heard from us within 28 days, please assume your application has been unsuccessful.